

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**December 16, 2003**

**7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by R. Gordon Leedy of Vanasse Hangen Brustlin, Inc. regarding the Hackett Hill Master Plan.  
(Note: informational packet forwarded under separate cover to Mayor and Aldermen and available for viewing at the Office of the City Clerk.)

### **CONSENT AGENDA**

4. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Ratify and Confirm Poll Conducted**

- A. Authorizing execution of a Use and Occupancy Agreement between the Manchester Water Works and State of New Hampshire, Department of Transportation, subject to the review and approval of the City Solicitor.  
(Unanimous approval received on December 5, 2003.)

### **Accept BMA Minutes**

- B. Copies of minutes of meetings held on November 18, 2003 (two meetings) and December 2, 2003 (two meetings).

**Pole Petitions – Subject to the Review and Approval of the Department of Highways**

- C. Verizon Pole Petitions two (2) each located on Faltin Drive and Karatzas Avenue; and  
Verizon Pole Petitions four (4) located on Bicentennial Drive.

**Informational – to be Received and Filed**

- D. Copies of minutes of the MTA Commission meeting held on October 28, 2003 and the Financial and Ridership Reports for the month of October 2003.
- E. Communication from the State of NH, Department of Transportation, advising that a survey crew will be in the vicinity of little Cohas Marsh periodically over the next 12 months in conjunction with a wetland mitigation project for the Manchester Airport Access Road project.
- F. Copy of a communication from the Plan NH Charrette Committee advising of design assistance for New Hampshire projects.

**REFERRALS TO COMMITTEES**

**COMMITTEE ON FINANCE**

- G. Resolutions:

“Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars (\$25,000.00) for the FY2004 CIP 810804 VISTA Coordinator Project.”

“Amending the FY 2000 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Fifteen Thousand Dollars (\$15,000) for FY2004 CIP 713104 Junior Deb Softball Field Sewer Expansion Project.”

“Authorizing the Finance Officer to effect a transfer of Fifteen Thousand Dollars (\$15,000) for the 2004 CIP 713104, Junior Deb Softball Field Sewer Expansion Project.”

“Authorizing the Finance Officer to effect a transfer of Twenty Four Thousand Dollars (\$24,000) from Contingency to Human Resources.”

## **REPORTS OF COMMITTEES**

### **COMMITTEE ON COMMUNITY IMPROVEMENT**

- H.** Recommending that \$15,000 in bond funds be transferred from the 2000 Riverwalk Project to the 2004 Junior Deb Softball Field Sewer Expansion Project; and for such purpose an amending resolution and budget authorizations have been submitted.
- I.** Recommending that \$25,000 in federal funds be utilized for the VISTA Coordinator Project; and for such purpose an amending resolution and budget authorizations has been submitted.
- J.** Recommending that a request for project extensions as enclosed herein be granted and approved.
- K.** Recommending that the Highway Department be authorized to proceed with legal work relating to title searches and other administrative preparation to enable the acceptance of the currently unpaved portion of Mission Avenue.

The Committee has requested the Finance Officer to provide the Board of Mayor and Aldermen a source of funding for such project at a cost of \$5,000.00 at the December 16, 2003 meeting of the Board of Mayor and Aldermen.

The Committee further recommends that a letter be sent to the Zoning Board of Adjustment advising of the history of how variances issued in earlier years have resulted in an anticipated costs in excess of \$60,000 to the City to properly accept and construct a roadway for the residents of this area. The Committee hopes that the current Zoning Board of Adjustment will take such matters into consideration when deliberating on matters pending before them which may impact the City in later years.

- L.** Advising that it has review the Athletic Facilities Master Plan for the Clem Lemire Sports Complex – Memorial High School, and recommends that the Board of Mayor and Aldermen conceptually approve this master plan, and approve the modified Phase I project at an anticipated cost of \$5.5 million.
- M.** Recommending that a petition to discontinue a portion of South Bedford Street be referred to a Road Hearing on January 13, 2004 at 5:30 PM in the Aldermanic Chambers.

### **COMMITTEE ON HUMAN RESOURCES**

- N.** Recommending that the Board approve amending seven Traffic Department class specifications, and for such purpose Ordinance:  
“Amending Section 33.026 (Traffic Maintenance Supervisor, Traffic Maintenance Worker I, Traffic Maintenance Worker II, Traffic Sign Painter, Traffic Signals Supervisor, & Traffic Signals Technician) of the Code of Ordinances of the City of Manchester.”  
is submitted with the recommendation that same be referred to the Committee on Bills on Second Reading for technical review. The Committee notes that such changes will not affect changes to any salary grades.

### **COMMITTEE ON TRAFFIC/PUBLIC SAFETY**

- O.** Recommending that the current Parking Garage Operating Agreement Amendment between the City of Manchester and JPA III Management Company, Inc. be extended through March 3, 2004.
- P.** Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.

**LADIES AND GENTLEMEN, YOU HAVE READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

5. Nominations to be presented by Mayor Baines, if available.
6. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
7. Mayor Baines calls the meeting back to order.

### **OTHER BUSINESS**

8. Report of the Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
9. Ordinance: **(A motion is in order to read by title only.)**

“Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A.”

**This Ordinance having had its second reading by title only, the question is on passing same to be Enrolled.**

10. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.
11. Mayor Baines calls the meeting back to order.
12. Report of the Committee on Accounts, Enrollment and Revenue Administration, if available.  
**Ladies and Gentlemen, what is your pleasure?**

13. Communication from Alderman O'Neil seeking consideration of the use of funding from the City's "one time revenue account" to help complete the construction of the senior center and exploration of the costs associated with the new kitchen at the senior center to accommodate the Meals on Wheels Program.

**Ladies and Gentlemen, what is your pleasure?**

14. Communication from Kevin Dillon, Airport Director, seeking authorization to negotiate and execute the purchase and sale agreement related to the acquisition of the Meggitt Vibro-meter leasehold subject to FAA approval.  
**A motion is in order to authorize the Airport Director to negotiate and execute the purchase and sale agreement as outlined, subject to the review and approval of the City Solicitor.**

15. Communication from Frank Thomas, Public Works Director, requesting the Board grant a release and hold harmless to Downtown Visions/6 to 4 to 3 for use of the Rubenstein Lot as a car impoundment area.  
**A motion is in order to grant a release and hold harmless to Downtown Visions/6 to 4 to 3 as requested, subject to the review and approval of the City Solicitor.**

16. Communication from Frank Thomas, Public Works Director, advising of a project budget shortfall of \$273,319 in FY '04 in line item #0228 (City Contributory Retirement System).

**Ladies and Gentlemen, what is your pleasure?**

17. Communication from Paul Martineau, Welfare Commissioner, seeking adoption of the revisions and additions to the Welfare Guidelines per RSA 165:1(II).

(Note: Guidelines forwarded under separate cover to Mayor and Aldermen and available for viewing at the Office of the City Clerk.)

**Ladies and Gentlemen, what is your pleasure?**

18. Mayor Baines advises that a motion is in order that all matters pending before the present Board of Mayor and Aldermen and its Committees as of January 1, 2004 be referred to the next Board of Mayor and Aldermen, and further that all Special Committees shall continue as presently constituted.

**Ladies and Gentlemen, what is your pleasure?**

**19. Ordinance: (A motion is in order to read by title only.)**

“Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A.”

**This Ordinance having had its third and final reading by title only, the question is on passing same to be Ordained.**

**20. Resolutions: (A motion is in order to read by titles only.)**

“Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars (\$25,000.00) for the FY2004 CIP 810804 VISTA Coordinator Project.”

“Amending the FY 2000 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Fifteen Thousand Dollars (\$15,000) for FY2004 CIP 713104 Junior Deb Softball Field Sewer Expansion Project.”

“Authorizing the Finance Officer to effect a transfer of Fifteen Thousand Dollars (\$15,000) for the 2004 CIP 713104, Junior Deb Softball Field Sewer Expansion Project.”

“Authorizing the Finance Officer to effect a transfer of Twenty Four Thousand Dollars (\$24,000) from Contingency to Human Resources.”

**A motion is in order that the Resolutions pass and be Enrolled.**

**TABLED ITEMS**

**A motion is in order to remove any of the following items from the table for discussion.**

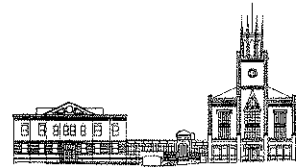
21. Request for discontinuance of a portion of Millstone Avenue.  
(Tabled 08/04/2003 at road hearing pending report from City Solicitor.)
22. Report of the Committee on Community Improvement recommending that the Board authorize transfer and expenditure of funds in the amount of \$40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project.  
(Tabled 12/02/2003 per request of Alderman DeVries.)
23. **NEW BUSINESS**
  - a) Communications
  - b) Aldermen
24. If there is no further business, a motion is in order to adjourn.





# **CITY OF MANCHESTER**

## **Manchester Economic Development Office**



December 8, 2003

Board of Mayor and Aldermen  
C/o Manchester City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Honorable Members of the Board:

As you are aware, in 1999 the City of Manchester acquired a large parcel of land off Hackett Hill Road from the University System of New Hampshire with the intent of developing a business park to increase city tax revenues and create new jobs for city residents. A consultant, Vanasse Hangen Brustlin, Inc. (VHB) was hired to prepare a Master Plan for this property. The Master Plan was presented to the Board of Mayor and Aldermen in September 2000 and a public hearing, although not required by statute, was held in November 2000.

Several years of a slowed economy have elapsed since 2000, and there are several new members of the Board. It has now become imperative to complete the approval process for the Master Plan, along with development agreements with the Manchester Housing & Redevelopment Authority, in order to be able to respond to opportunities presented by the improving national economy. At the December 16 meeting we will be providing an update on the Hackett Hill Master Plan and will request a referral to the Committee on Lands & Buildings for in-depth discussion and a recommendation to the full Board.

R. Gordon Leedy of VHB, Ken Edwards of the MHRA, Robert MacKenzie, Planning Director, and Jane Hills, Assistant Economic Development Director, will be at the meeting to make the presentation and to respond to questions.

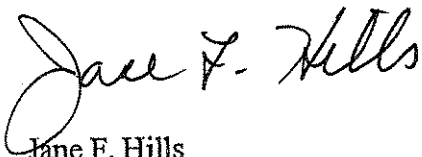
Enclosed you will find the following:

- A. Memorandum from R. Gordon Leedy outlining key events leading up to today's meeting;
- B. Updated information relating to the Hackett Hill Master Plan, including:
  - 1. An updated and revised Preliminary Development Pro forma;
  - 2. Detailed updated and revised construction cost estimates;

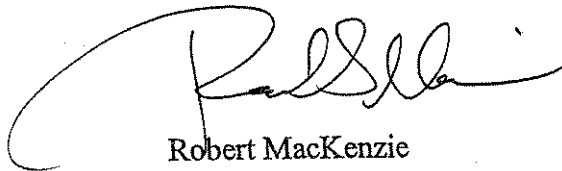
3. An updated conceptual Master Plan showing the current property included in the Park and a conceptual development scheme;
- C. An amendment to the existing Cooperation Agreement (attached as an Appendix) between the City and the Manchester Housing & Redevelopment Authority, spelling out the scope of services for the development of the Park at Hackett Hill;
- D. A draft copy of the MHRA Development Plan for the Hackett Hill Business Park, outlining the standards and controls for the redevelopment of this site.

We will review these documents in greater detail at the December 16 meeting. If you have questions in advance of that meeting, please contact us.

Sincerely,



Jane F. Hills  
Assistant Economic Development Director



Robert MacKenzie  
Director of Planning



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk


Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### MEMORANDUM

To: Thomas R. Clark  
City Solicitor

From:   
Leo R. Bernier  
City Clerk

Date: December 5, 2003

Re: Use and Occupancy Agreement (NHDOT Indemnification Agreement)

On December 5, 2003, the Board of Mayor and Aldermen voted to approve a poll conducted relative to the above-referenced at the request of Tom Bowen, Director of the Manchester Water Works.

Enclosed for your records and further processing is a copy of a communication reflecting actions taken. Please forward the executed agreement to this office for filing.

Enclosure

pc: Thomas Bowen

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# CITY OF MANCHESTER

## Office of the City Clerk



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City Clerk

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Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### MEMORANDUM

TO: Board of Aldermen

FROM: Leo R. Bernier *LRB*  
City Clerk *plc*

DATE: December 4, 2003

RE: Aldermanic Poll

Mr. Tom Bowen, MWW Director, has requested a poll of the Board be conducted seeking the Board's approval of a Use and Occupancy Agreement (enclosed herein) with the NH Department of Transportation.

If there is any Alderman in opposition to the agreement, please notify this office by noon on Friday, December 5<sup>th</sup>, otherwise, your vote shall be recorded as being in the affirmative.

Enclosure

pc: Mayor Baines

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# MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

## BOARD OF WATER COMMISSIONERS

C. ARTHUR SOUCY  
President

RAYMOND W. PROVENCHER  
Clerk

DONALD P. COUTURIER  
JAMES W. CRAIG  
PATRICIA H. CORNELL  
RICHARD M. BUNKER

Ex Officio  
HON. ROBERT A. BAINES  
Mayor

THOMAS M. BOWEN, P.E.  
Director and Chief Engineer

ROBERT BEAURIVAGE, P.E.  
Asst. Director

December 4, 2003

Board of Mayor and Aldermen  
c/o Mr. Leo Bernier, Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH

### RE: NHDOT INDEMNIFICATION AGREEMENT

Dear Honorable Board of Mayor and Aldermen:

Attached for the Board's consideration is a modified copy of a Use and Occupancy Agreement which the Manchester Water Works, as the owner of the proposed water main improvements, is required by the NHDOT to sign. The Agreement allows for the installation of a water main within a "controlled access" right-of-way under jurisdiction of NHDOT. This standard NHDOT indemnification language particularly is more stringent than the standard indemnification language and although attempts have been made to qualify the indemnification, the NHDOT and Attorney General's office is unwilling to make any change.

The city's Risk Manager, Harry Ntapalis, has reviewed the document and has advised that BMA approval is required in order to execute the Agreement in its present form. This matter has also been reviewed with the City Solicitor's office with regard to the procedures for accepting the state's indemnification requirements.

We are asking that the Board approve this Agreement by telephone poll, as work is presently being delayed and the completion of the work is required before the winter shutdown of construction.

Sincerely,

Thomas M. Bowen, P.E.  
Director

TMB:ds

Enclosure

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USE AND OCCUPANCY AGREEMENT

1. The following entities shall be parties to this Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2003, and shall be bound by its provisions:

<sup>CITY OF</sup> <sup>THROUGH</sup> <sup>THE</sup> <sup>DEPT</sup> <sup>A MUNICIPAL CORPORATION</sup>  
A. The MANCHESTER WATER WORKS, hereinafter called the "MWW", ~~incorporated~~ in the State of New Hampshire, having a principal place of business at 281 Lincoln Street, Manchester, NH, 03103.

B. The STATE OF NEW HAMPSHIRE, hereinafter called the "State", acting by and through the Commissioner, New Hampshire Department of Transportation (NHDOT), 1 Hazen Drive, PO Box 483, Concord, N.H., 03302-0483.

2. The MWW, through its consultant, has submitted a set of plans to the State to be incorporated in the Excavation Permit for installation of facilities within the highway right-of-way; and the State has reviewed and approved these plans.
3. This Agreement covers the Use and Occupancy of the Controlled Access Right-of-Way (CAROW) of NH Route 101 as shown on the attached plans. Such occupancy having been granted by execution of this document and issuance of Excavation Permit # 037-03-07 for the installation of water line facilities at the location described as follows: the proposed 16" ductile iron water main will be installed from the terminus of the existing MWW main and terminating approximately 600' east of the intersection of NH Route 101 and Olde Bedford Way. The line will be installed along the north side of Route 101 westerly to Olde Bedford Way, at which point the line will exit the CAROW of Route 101 and proceed along Olde Bedford Way. The line will have a 60' stub along Route 101 west of the intersection for future use. This line will be in the Town of Bedford, County of Hillsborough, New Hampshire.

The approved plans titled BEDFORD VILLAGE INN SPA dated June 25, 2003, as prepared by TF Moran Inc. are hereby incorporated in this Agreement.

4. The MWW shall submit any proposed alterations to said plans in writing to the State for review and approval by the State.
5. The MWW <sup>or the contractor</sup> shall submit proof of Bonding and Insurance required for the Excavation Permit.
6. All materials supplied and work performed by the MWW or its contractor in the installation of the water line facilities shall be subject to the inspection of a representative of the State. Any deficiencies in materials, methods of construction, or workmanship shall be promptly corrected to the mutual satisfaction of the MWW and the State.
7. The MWW shall submit its written maintenance policies and procedures which are to be used for the inspection, repair, and maintenance of said facilities to the State for review

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and approval. Such procedures shall be approved by the State prior to initial operation of the constructed facilities.

8. The MWW shall give the State reasonable notice of scheduled or nonscheduled maintenance of the water line facilities except emergency repairs, for which the MWW shall contact the State while such emergency repairs are being done. Regular maintenance, inspection, and updating by the MWW shall not be conducted without prior notification to the State.
9. The costs and expenses for the installation and maintenance of the water line facilities shall be the responsibility of the MWW.
10. The MWW or their contractor is solely responsible for the presence of their equipment along the State's CAROW. The MWW agrees the installation shall be consistent with the State's right to access if necessary.
11. The MWW agrees that access to the water line facilities for scheduled or nonscheduled maintenance or for any other purpose shall be made in accordance with the following procedure:
  - a) Prior to any construction within the CAROW of NH Route 101, NHDOT Bureau of Highway Maintenance, District 5 must issue a Trench Permit for the work.
  - b) At all times when working on NH Route 101, traffic control devices will be provided by the MWW as required by the State.
  - c) Any and all work done by the MWW at these locations shall conform to standards set by the State.
12. The Use and Occupancy of the CAROW by the MWW shall be at the sufferance of the State. The State may terminate this Agreement upon ten (10) days notice in writing to the MWW at the above address. Upon the termination of this Agreement pursuant to this paragraph, the MWW shall have ninety (90) days to remove said water line facilities and all appurtenances from the CAROW.
13. The MWW shall promptly and at its sole expense make such relocations and adjustments, including removal of facilities if required by the state, as may be necessary to accommodate highway or bridge construction, reconstruction, repair, or maintenance. Such relocation and adjustment shall be at the sole expense of the MWW. Notwithstanding any statute or regulation to the contrary which may now exist or hereafter be created, no cost of such relocation or adjustment shall be eligible for participation by the State or Federal Highway Administration (FHWA); and the MWW hereby waives any right it may now have or hereafter acquire to request such participation. EXCEPT THAT, the provisions of RSA 228:22 shall govern where applicable.
14. Where Applicable, in accordance with RSA 72:23, I(b), this agreement is made between the parties subject to the condition that the MWW shall pay all properly assessed real and personal property taxes. Failure of the MWW to pay duly assessed personal and real

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taxes when due shall be cause to terminate this agreement. In accordance with the requirements of RSA 72:23, I(b), the MWW shall be obligated to pay real and personal property taxes on structures or improvements added. *Except that, the provisions of RSA 72:11 shall govern where applicable.*

15. The MWW agrees that the State, its agencies and their employees, agents, and representatives shall not incur any legal liability whatsoever to the MWW for any damage to the water line facilities or to any other property or employee of the MWW or to any other person or entity hired by or affiliated with the MWW resulting from or arising out of any ownership and use of and operations within the CAROW, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair.
16. The MWW shall indemnify, defend, and hold harmless the State, NHDOT, United States Department of Transportation (USDOT), FHWA, and their employees, agents, and representatives against any and all claims, actions, causes of action, demands, liabilities, losses, penalties, damage of any kind, and failure to comply with any utility-type commission's permitting, regulations, and guidelines, including all actions for indemnity and/or contribution, and including reasonable attorneys' fees, resulting from or arising out of any MWW or State ownership, use of, and operations within the CAROW, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair of either the water line or the highway facilities. The indemnification provided under this paragraph shall include, but not be limited to, any and all claims or demands for loss of revenue, income, business or economic opportunity, customers, profits, presence of and occupation of, and service resulting from or arising out of any inability or failure of the water line facilities to provide service as intended by the MWW.
17. The MWW shall, at the request of the State and at the expense of the MWW, provide whatever protection is deemed necessary by the MWW or by the State in the event the State performs any work on the highway, including but not limited to inspection, maintenance, cleaning, snow removal, construction, reconstruction, rehabilitation, and repair of the highway facilities.
18. Any damage to the CAROW and the highway facilities contained therein which, as determined by the State, is caused by, results from, <sup>may</sup> or arises out of the installation, maintenance, or presence of the water line facilities ~~shall~~ be repaired by the State. The MWW shall fully compensate the State for all costs associated with the repair of any such damage. *after proper notice*
19. Upon breach of any provision of this Agreement by the MWW, the State may either (a) enforce the breach provision by means of an injunction proceeding, or (b) seek damages, including all consequential damages which arise out of the breach, or both. In any such action to enforce the Agreement or collect damages for its breach, the MWW shall reimburse the State for all attorneys' fees reasonably incurred by the State in such action.
20. Notwithstanding any provision of this Agreement, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is

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hereby reserved to the State. This covenant shall survive the termination of this Agreement.

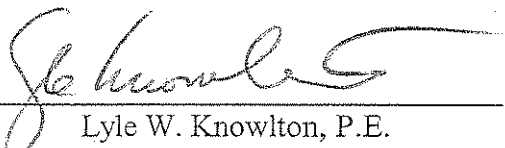
21. This Agreement may be amended only by an instrument in writing signed by the parties hereto and only after approval of such amendment by the State of New Hampshire and the FHWA, if applicable.
22. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns including all agencies, departments, bureaus, authorities, boards, commissions, and committees of the State.
23. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit. The State also shall not be responsible for any negligent/intentional acts of third parties.
24. The MWW shall not assign or otherwise transfer any interest in this Agreement without the prior written consent of the State, except that no consent shall be required for a transfer or assignment to a wholly owned subsidiary or affiliate of the MWW or any parent company of the MWW.
25. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

THE STATE OF NEW HAMPSHIRE  
Department of Transportation

MANCHESTER WATER WORKS

BY:

  
\_\_\_\_\_  
Lyle W. Knowlton, P.E.  
Director of Operations

BY: \_\_\_\_\_

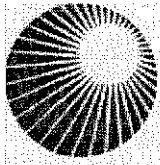
(Signature)

\_\_\_\_\_  
(Typed Signature)

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(Title)

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**Public Service  
of New Hampshire**

**The Northeast Utilities System**

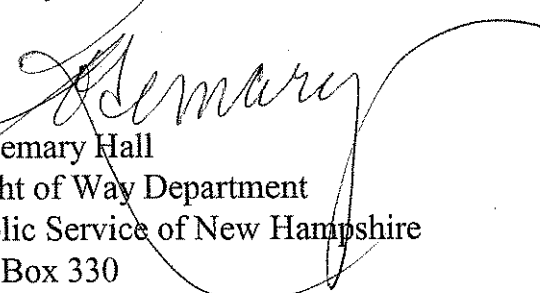
December 3, 2003

Office of the City Clerk  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101-2097

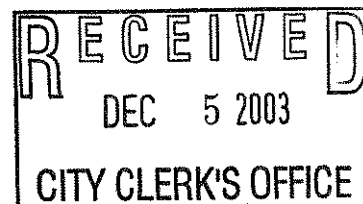
Enclosed for your review are three Pole License Petitions 11-981, 11-987 and 11-988 for poles located on Faltin Drive, Karatzas Avenue and on Bicentennial Drive. If approved, please have the License section signed by the proper authority. Keep the copy labeled "**CITY**" for your files, and return the remaining copies to me at the address below. All billing should be sent to this same address. If rejected, please return the documents to me with documentation as to why it was rejected so that I may notify our field personnel.

Appreciate your help in expediting these petitions. Please give me a call if you have any questions. I can be reached at 634-2626.

Thank you,

  
Rosemary Hall  
Right of Way Department  
Public Service of New Hampshire  
PO Box 330  
Manchester, NH 03105-9989

Enclosure(s)



②

PETITION AND POLE LICENSE  
PETITION

11-981

Tel

Manchester, New Hampshire

November 18, 2003

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Two (2) poles 604/5 and 55 located on Faltin Drive in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: \_\_\_\_\_

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: \_\_\_\_\_

Rosemary Hall, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2003, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-981, dated November 18, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

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PETITION AND POLE LICENSE  
PETITION

11-987

Tel

Manchester, New Hampshire

November 17, 2003

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Two (2) poles 783/8-1 and 8Y located on Karatzas Avenue in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: \_\_\_\_\_

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: \_\_\_\_\_

Rosemary Hall, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2003, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-987, dated November 17, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

Q

PETITION AND POLE LICENSE  
PETITION

11-988

*tel*

Manchester, New Hampshire

November 18, 2003

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Four (4) poles 406/29Y, 28, 29Y-1 and 27 located on Bicentennial Drive in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: *Allen Hill*

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: *Rosemary Hall*

Rosemary Hall, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2003, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-988 dated November 18, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

*C*

**MANCHESTER  
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, N.H. 03101-2799  
TELEPHONE: (603) 623-8801  
FAX: (603) 626-4512  
e-mail: [MTA@grolen.com](mailto:MTA@grolen.com) • website: [www.mtabus.org](http://www.mtabus.org)



JOHN H. TRISCIANI, CHAIR  
DAVID F. JESPERSEN, VICE CHAIR  
EUGENE E. BOISVERT  
JULIE A. GUSTAFSON  
JOSEPH J. DESELLE

DAVID SMITH  
EXECUTIVE DIRECTOR

November 26, 2003

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, November 25, 2003. Enclosed are sixteen copies of the approved Minutes of our October 28, 2003 Commission Meeting, as well as the Financial and Ridership Reports for the month of October 2003.

The next scheduled Commission Meeting will be Tuesday, January 6, 2004 at 5:00 PM.

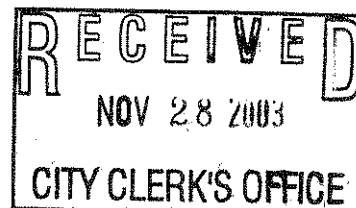
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith  
Executive Director

DS:cr

Enclosures



D



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**CAROL A. MURRAY, P.E.**  
**COMMISSIONER**

Bedford-Manchester-Londonderry  
DPR-F-0047(001)  
11512  
(Cohas Mitigation Area)

Bureau of Highway Design  
Room 200  
Tel. (603) 271-2171  
Fax (603) 271-7025

November 26, 2003

City of Manchester  
908 Elm Street  
Manchester, NH 03101

Dear Property Owner:

The New Hampshire Department of Transportation has scheduled a wetland mitigation project for the Manchester Airport Access Road project.

A survey crew will be in the area delineating the extents of the impoundment boundary in the little Cohas Marsh area and may be on your property periodically over the next 12 months. This work will aid in the location of the conservation area.

If you have any questions, please do not hesitate to call Robert Barry of the Bureau of Municipal Highways on issues relating to scheduling and design at (603) 271-2107, or our Survey Supervisor, Kerrie Hartshorn for survey related questions at (603) 271-1600.

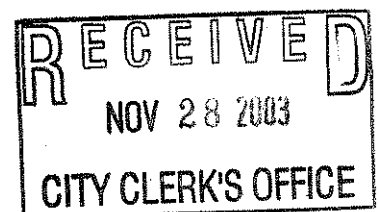
Sincerely,

Charles R. Schmidt, II, P.E.  
Chief of Design Services

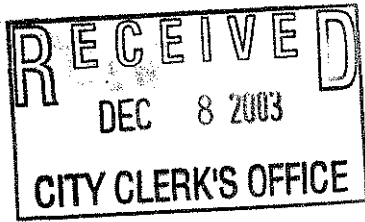
CRS/gc

cc: Robert Barry, Project Manager  
William Hauser, Bureau of Environment

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E



# PLAN NH

TO: NH Boards of Selectmen and/or City Councils  
NH Planning Boards  
Other Interested Parties

FROM: Michael J. Castagna, Chairman  
Plan NH Charrette Committee

DATE: November, 2003

SUBJECT: Design Assistance for New Hampshire Projects

Plan NH is an association of professionals whose work involves all aspects of the development process. We include planners, architects, construction professionals, developers, bankers, real estate professionals, and others. The connecting link between these people is their common interest in the quality of the design of New Hampshire's communities, buildings, and the surrounding landscape and streetscape.

Every year Plan NH offers design services to local communities and non-profit organizations. Typically, a team of a dozen or so Plan NH members visit a community for a Friday and Saturday and work with municipal leaders and citizens to develop options and design suggestions for a project of local interest.

The design services are provided pro-bono. The attached "Charrette Program Guide" explains the details of the charrette program and the costs involved. Plan NH will assist the host community in suggesting alternative funding sources such as sponsors if needed.

Past charrettes have involved developing a re-use plan for an old mill in Belmont, evaluating the re-use potential for a commercial building in Franklin, and Goffstown, as well as preparation of plans to revitalize the villages and downtown centers of Bradford, Farmington, Weare, Antrim, and Candia.

Got a project that comes to mind? Plan NH is currently seeking three communities to work with in 2004. If you think that you might be interested in having us come to your community for a weekend, please complete the enclosed application.

Thanks for your interest. **Proposals are due by January 20, 2004** (Disregard the February 9 Date in the attached documents)

• The Foundation for Shaping the Built Environment •  
P.O. Box 479, Durham New Hampshire 03824-0479 • 1-800-721-7526 • fax 603 749-3335  
Website: [www.Plannh.org](http://www.Plannh.org) • e-mail: [ExecDirect@plannh.mv.com](mailto:ExecDirect@plannh.mv.com)

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## PLAN NH Charrette Program

**Signature of Officer Authorized to Sign**

**Town or City Name**

**Zip Code**

2. **Why is this project important to your community? Is this a new idea? If not, what has been done to date?**



3. **Does your organization own or control the site? Parts of the site? Are you likely to own it? How will you implement the recommendations if you don't own the site? Do you have partners?**
4. **Do you have any materials that would be helpful? Maps of the site? Building plans? Old photos? Tax maps of the area in question? It would be useful to get a list of what you have, and to have you submit any simple maps/photos of the area of interest/concern.**
5. **Are there unique characteristics about this project which you would like to describe? Are there known environmental issues involved with the project?**
6. **How would your community be a better place if this project were to move forward?**
7. **Would a spring or fall session work better for your community?**

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## PLAN NH Design Charrette Program

### *Who are we?*

PLAN NH is a nonprofit corporation whose members are concerned with the appearance of our communities. They may be designers, planners, builders, architects or others involved in the development process. The common thread linking these people is their concern with the quality of the built environment and its impact on communities.

### *What is a design "charrette"?*

A design charrette is simply a period of intensive work involving both professionals and local citizens as they explore potential solutions to a design issue. It has been referred to as the graphic equivalent of a brainstorming session. Lots of ideas are brought forth, explored by the group, and a consensus is built as to how best to move forward.

Although there is some front-end organizing, a PLAN NH charrette typically brings a team of a dozen professionals into a community on a Friday morning. They will visit the site in question and become familiar with it. Discussion and designing with the public begins after lunch on Friday and continues through the end of Saturday, when final recommendations are presented to the town. An actual document summarizing the work and including plans and other drawings will be delivered to the town shortly after the session concludes.

### *Why does PLAN NH do this?*

PLAN NH feels that the quality of our built environment and the social capital people are willing to invest in helping to design that built environment contribute in a significant way to the quality of life in New Hampshire. Our goal is to assist communities with worthy projects that would not get started if there were significant expenses associated with deciding what to do, as well as to assist communities that have funding but require a clear and effective plan to begin the process. An important beginning point is to tap into a community's resources – people willing to become involved in helping to decide how to proceed with improving their community.

### *What kinds of projects are eligible?*

Two key criteria are that the selected projects will benefit the public at large (as opposed to only an individual, private landowner), and that the projects are of a scale that the design team can make some useful contribution to in a weekend visit.

Examples of projects that would be considered:

- Re-use of a publicly-owned building,
- A redevelopment plan for a small downtown center,
- A plan for mixed-use development in a rural village,
- Development of a cohesive town village,
- Or, another design issue that a community is struggling to resolve

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Examples of projects that likely would not be considered:

- A complete master plan
- A redevelopment plan for a large urban downtown area
- A recreation plan for an entire community

***How will PLAN NH select projects?***

PLAN NH members will evaluate each proposal on the degree to which it demonstrates that:

- The project is important to the community
- The project presents interesting design considerations
- The project is of an appropriate scale to be completed in a weekend
- The host community has a real interest in moving forward with the suggestions

***What are the costs involved to the community?***

Three or more times each year members donate two days of professional design time to a community that has been selected through a competitive process, and assist it by collaboratively working through potential solutions to a defined design problem. The time commitments for each charrette equates to an average of 16 hours per person, for a team of 10-12 professionals. That's approximately \$25,000-\$30,000 of donated design time provided by PLAN NH to each community.

We do request a contribution to sustain PLAN NH and to cover out of pocket expenses such as supplies for the design team and layout and printing of the final report. The normal contribution requested is \$2,500. If a project is larger or more complicated and is made by a community with resources available to initiate the design effort, a larger contribution in the range of \$5,000-\$10,000 will be requested. PLAN NH will provide suggestions to the local community on finding sponsors so that this money does not have to come entirely out of the municipal general fund.

The only other municipal responsibilities relate to organization and support of the design effort. To the extent that you can find the designers a warm, dry space to work in, that would be helpful (and they do like coffee and donuts!). Some communities have found that a pot luck supper is a good way to stimulate public interest in the project, but that is up to the host community to decide. Lastly, the community has to appoint a steering committee or contact person to coordinate promotion and participation at the local level.

***Got a project in mind?***

Great! Simply fill out the enclosed application and send an original and one copy to PLAN NH. If additional space is needed to describe your project or will assist in the review of your application, please attach material to the application. ***Applications are due at PLAN NH, P.O. BOX 479, Durham, NH 03824-0479 not later than February 9, 2004.*** All submittals will be responded to and selections will be announced no later than mid-March. If you have questions, please contact Mal Merrill, Executive Director at 1-800-721-PLAN, 603-749-3371, or email at [execdirect@plannh.mv.com](mailto:execdirect@plannh.mv.com). Good luck and thanks for your interest in New Hampshire's communities!

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# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars (\$25,000.00) for the FY2004 CIP 810804 VISTA Coordinator Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a funds from the Corporation For National and Community Service in the amount of \$25,000 for the support of the VISTA Program in the City;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**By adding:**

FY2004 810804 – Vista Coordinator Project - \$25,000 Federal

Resolved, that this Resolution shall take effect upon its passage.

6

# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Amending the FY 2000 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Fifteen Thousand Dollars (\$15,000) for FY2004 CIP 713104 Junior Deb Softball Field Sewer Expansion Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2000 and 2004 CIP as contained in the 2000 and 2004 CIP budget; and

WHEREAS, Table 4 contains all sources of General Obligation Bond funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds from an existing project in the amount of \$15,000 to be used in the sewer expansion project at the Junior Deb Softball Field; and

NOW, THEREFORE, be it resolved that the 2000 and 2004 CIP be amended as follows:

**By decreasing:**

FY2000 510100 – Riverfront Development Project - \$15,000 Bond

**By adding:**

FY2004 713104 – Junior Deb Softball Field Sewer Expansion Project - \$15,000 Bond

Resolved, that this Resolution shall take effect upon its passage.

6

# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Fifteen Thousand Dollars (\$15,000) for the 2004 CIP 713104, Junior Deb Softball Field Sewer Expansion Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Fifteen Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

2000 CIP 510100, Riverfront Development Project

Amount Transferred: \$15,000

Original Transferring Resolution Adopted: April 18, 2000

Original Amount: \$500,000

To:

713104, Junior Deb Softball Field Sewer Expansion Project

Section 2. Resolved, that this Resolution shall take effect upon its passage.

6

# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Twenty Four Thousand Dollars (\$24,000) from Contingency to Human Resources."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Human Resources      Account 1900CI0350.....\$24,000.00

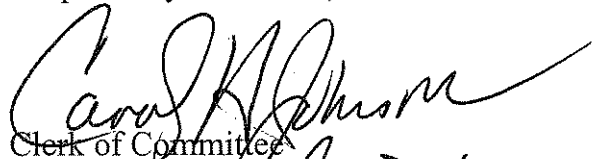

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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that \$15,000 in bond funds be transferred from the 2000 Riverwalk Project to the 2004 Junior Deb Softball Field Sewer Expansion Project; and for such purpose an amending resolution and budget authorizations have been submitted.

Respectfully submitted,

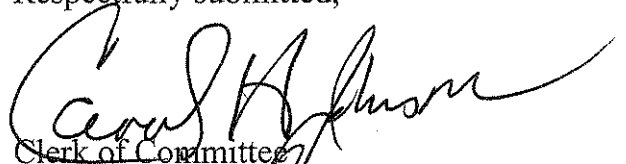
  
Clerk of Committee  



H

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that \$25,000 in federal funds be utilized for the VISTA Coordinator Project; and for such purpose an amending resolution and budget authorization has been submitted.

Respectfully submitted,

  
Clerk of Committee



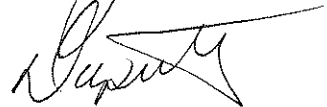
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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request for project extensions as enclosed herein be granted and approved.

Respectfully submitted,

  
Clerk of Committee





## MEMORANDUM

**To:** Committee on Community Improvement Program

**From:** Robert S. MacKenzie  
Director of Planning

**Date:** December 9, 2003

**Subject:** Project Extensions

---

The following projects are requested to be extended until June 30, 2004:

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Project Name</u>
2003	Other	210503	Homeless Health Care
2003	CDBG	212303	Center City Disease – Health
2003	CDBG	212703	Employment/Training Program – MCRC
2003	ESG	213203	Angie's Shelter/Rehab Project
2003	Cash	215503	Boys & Girls Club
2003	Other	215803	Air Quality Related Health
2003	Other	216003	Oral Health Services
2003	CASH	310103	Employee Training & Development - HR
2003	CASH	411103	Hazardous Material – Fire Department
2003	CASH	510403	Park Improvement Program - Parks
2003	CDBG	511303	PAL Center
2003	CBDRF	610103	Building Improvement Program
2003	Other	610203	Public Information Kiosk
2003	Other/CDBG /Cash	610303	Project Greenstreets
2003	CDBG/Other	610403	Downtown Municipal Infrastructure
2003	CDBG	610503	Dilapidated Building – Building
2003	CDBG	611003	Revolving Loan Fund – MEDO
2003	CDBG	611103	Facility Repairs – MEH
2003	ESG	611203	Operational – MEH
2003	HOME	611403	Renaissance 7 – MNHS
2003	CDBG	611803	Healthy Home Pilot – The Way Home
2003	HOME	611903	Tenant Assistance – (214 Spruce Street) – The Way Home
2003	Other	612603	Bethel Court
2003	CDBG	710303	Infrastructure ADA – Highway
2003	CDBG	710403	Neighborhood Infrastructure – Highway
2003	CDBG	710503	Sidewalk Discretionary – Highway
2003	CASH	710603	Annual Bridge Maintenance – Highway
2003	CASH	710803	Chronic Drain – Highway
2003	Other	713303	So. Willow Street Area Improvements
2003	Other	713403	Wetlands Mitigation Project
2003	CDBG	810003	ADA Training – HR
2003	CDBG	810103	ADA Compliance – Planning

2003	CDBG/Cash	810303	Community Development Initiatives
2003	CDBG	810403	Federal/State Resource Originator
2003	CASH	810603	Building Maintenance Division Install Fire Alarm System
2002	CDBG	310102	Expansion of MCRC
2002	Other	410702	Streetsweeper
2002	Other	510102	Livingston Park Rehab. Phase V
2002	Other	510202	Piscataquog Trailway
2002	CDBG	510502	PAL Center
2002	Other	610002	Building Revitalization Assistance (CBDRF)
2002	CDBG	610402	Building Improvement Program
2002	CDBG	611302	Strategic & Neighborhood Planning
2002	CASH	611902	Dilapidated Building Demolition
2002	CASH	612102	Riverwalk Projects -- Highway
2002	Other	613102	Millyard Improvement Project
2002	Other	613402	Bridge & Elm Development (Section 108)
2002	Other	710102	TIP Improvement Project (Candia Road)
2002	CDBG	710702	Infrastructure ADA Access Improvement
2002	CASH	710802	Annual Bridge Maintenance Program
2002	Other	714302	Bridge Rehabilitation
2002	Other	714402	Sidewalk Improvement Program
2002	Other	810002	Valley Cemetery Master Plan
2002	Other	810102	Valley Cemetery Facility Upkeep
2002	CDBG	810502	Community Development Initiatives
2002	Cash	810702	Community Development Initiatives
2002	Other	811102	Wetland Inventory Evaluation
2001	CDBG	340101	Manchester Community Resource Center -- MCRC
2001	Other	511401	Recreational Improvement Fund
2001	CASH	710801	TIP Improvement Project Candia Road
2001	Other	7110A1	PW Infrastructure So. Main Street/Bridge Street
2001	Other	840001	MCTV-PEG Access Grant
2000	CASH	840100	Sign Language Interpreters -- HR


## To the Board of Mayor and Aldermen of the City of Manchester:


The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Highway Department be authorized to proceed with legal work relating to title searches and other administrative preparation to enable the acceptance of the currently unpaved portion of Mission Avenue.

The Committee has requested the Finance Officer to provide the Board of Mayor and Aldermen a source of funding for such project at a cost of \$5,000.00 at the December 16, 2003 meeting of the Board of Mayor and Aldermen.

The Committee further recommends that a letter be sent to the Zoning Board of Adjustment advising of the history of how variances issued in earlier years have resulted in an anticipated costs in excess of \$60,000 to the City to properly accept and construct a roadway for the residents of this area. The Committee hopes that the current Zoning Board of Adjustment will take such matters into consideration when deliberating on matters pending before them which may impact the City in later years.

Respectfully submitted,

  
Clerk of Committee

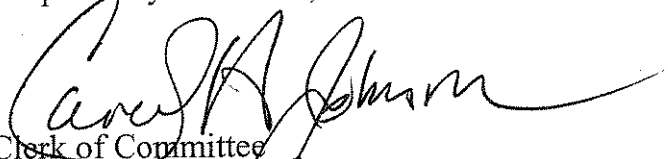


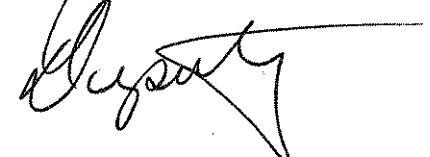
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**To the Board of Mayor and Aldermen of the City of Manchester:**

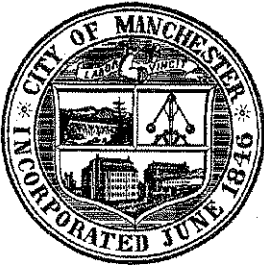
The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has reviewed the Athletic Facilities Master Plan for the Clem Lemire Sports Complex – Memorial High School, and recommends that the Board of Mayor and Aldermen conceptually approve this master plan, and approve the modified Phase I project at an anticipated cost of \$5.5 million.

Respectfully submitted,

  
Clerk of Committee



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**CITY OF MANCHESTER**  
**Parks, Recreation & Cemetery Department**

625 Mammoth Road  
Manchester, NH 03104-5491  
(603) 624-6565 Administrative Office  
(603) 624-6514 Cemetery Division  
(603) 624-6569 Fax

**COMMISSION**

George "Butch" Joseph, Chairman  
Thomas Murphy, Clerk  
Michael Worsley  
Joseph Sullivan  
Steve Johnson  
Ronald Ludwig, Director

December 3, 2003

Alderman Daniel P. O'Neil, Chairman  
City of Manchester Community Improvement Program  
One City Hall Plaza  
Manchester, NH 03101

**Re: Clem Lemire Sports Complex – Memorial High School**

Dear Alderman O'Neil:

As requested, we are providing (18) copies of the Athletic Facilities Master Plan for the above referenced project. This report provides an overview for the proposed project, including a summary of the existing conditions, documentation of project development with public input sessions and the Master Plan with implementation recommendations and options.

I have also included a letter dated November 19, 2003 from the project consultant Kaestle Boos Associates. This letter summarizes a meeting with School Administration held on November 14, 2003, whereby we were directed to present (3) project funding scenarios for their consideration. These include the Track and Field estimated at \$2.5 million, Football Stadium for an additional \$2.9 million and lastly the Overall Plan estimated at \$7.6 million.

Both the School Building & Sites and School Finance committees have recommended a project of approximately \$5.5 million that will include the work identified in the columns under Track & Field and Football Stadium on the Summary of Construction Costs spread sheet. This recommendation will now be voted on by the Full School Board at their meeting scheduled for Monday, December 8, 2003.

We will be available next Tuesday December 9<sup>th</sup> for the CIP Committee meeting along with the project consultant to present the plan and discuss the option currently recommended by the Manchester School District.

Sincerely yours,

Ron Johnson, Deputy Director

cc: Ron Ludwig, Director

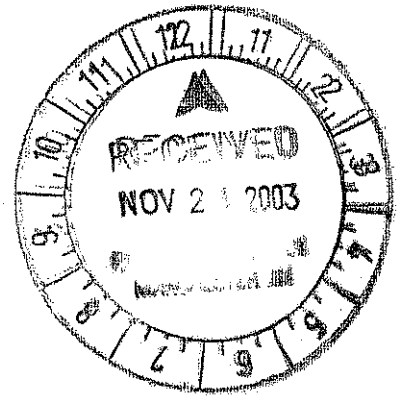
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**KAESTLE BOOS  
ASSOCIATES, INC.  
ARCHITECTS**

November 19, 2003

Mr. Ronald Ludwig  
Manchester Parks & Recreation  
625 Mammoth Road  
Manchester, NH 03103



**Re: Clem Lemire Sports Complex  
Memorial High School  
Manchester, NH  
KB # 02037.00**

Dear Mr. Ludwig:

Per our November 14 meeting with the school administration staff, we have reviewed the proposed improvements of the above referenced project and created a scope of work that contains all requested items.

We understand the current goal is to have a facility suitable to hold Friday night football games. This could be achieved by completing Phase-I and portions of Phase IA (grandstands, team room building and concession/restroom building) of the Master Plan. We have reviewed the project GMP as prepared by Gilbane and propose the following scope of improvements for the City's consideration.

The target budget of the work to be initially constructed was identified as \$5.0 million dollars at last Friday's meeting. As we understand, the full scope of improvements as proposed in the master plan are not being modified; rather the scope of initial construction needs to total the approximately \$5.0 million dollars.

Proposed Improvements:

- 400M synthetic surfaced 8-lane competition running track, including a multipurpose competition synthetic field.
- Athletic field lighting
- Grandstands and press box on east side – 1500 seat capacity. Bleachers on west side – 500 seat capacity.
- Parking area development for 120 cars, including pavement, walks, curbing, and site lighting.
- Reconstruction of existing storage building
- Construction of new restroom/concessions facility at the north end of the track.
- Construction of new team room/restroom facility at the west side of the track.
- General pedestrian circulation walks, including accessible walk and north end stair system from Memorial High School.

NEW HAMPSHIRE  
Pease International Tradeport  
One New Hampshire Avenue  
Suite 125  
Portsmouth, NH 03801  
Phone: (603) 766-1965  
Fax: (603) 766-1901

CONNECTICUT  
416 Slater Road  
P.O. Box 2590  
New Britain, CT 06050-2590  
Phone: (860) 229-0361  
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MASSACHUSETTS  
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Franklin, MA 02038  
Phone: (508) 520-9928  
Fax: (508) 520-0856

370 Faunce Corner Road  
Dartmouth, MA 02747  
Phone: (508) 998-2910  
Fax: (508) 998-2920

E-Mail: kba@kba-architects.com

Web: www.kba-architects.com

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Based on the GMP costs summary prepared by Gilbane we feel this work will total approximately \$5.5 million dollars.

It should be noted this figure/scope has not been reviewed with Gilbane, and the costs do not reflect receipt of competitive bids for this work. Furthermore the GMP was not based on phased construction of this project, but rather a single accelerated schedule. Phased implementation of this work will add cost to the project.

Work specifically excluded from this initial phase of construction would include:

Construction of natural grass fields at northern and southern portions of site, including spreading of topsoil over recently installed fill at northern portion of property.

Ticket Booths

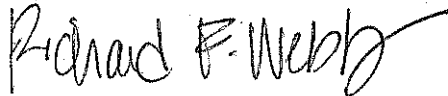
Storage buildings proposed at northwest corner of the track facility and southern baseball field area.

Pedestrian accessibility throughout site, including stairs/access from Memorial High School team rooms and southside Middle School.

We hope that this information is helpful in assisting the City in confirming the scope of the work to be initially constructed. With the identified completion date of August 2004 for the synthetic field, it is our recommendation that this scoping decision be made as soon as possible.

Please contact me if you have any questions.

Sincerely,



Richard F. Webb  
*Vice President/Director of Landscape Architecture*  
**KAESTLE BOOS ASSOCIATES, INC.**

RFW:ger

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## SUMMARY OF CONSTRUCTION COSTS

WORK TASK DESCRIPTION	TRACK FIELD FY-2004 & FY-2005	FOOTBALL STADIUM Future Funding	OVERALL PLAN Future Funding
400M Track and Synthetic Field	\$ 1,750,000.00		
Athletic Field Lighting		\$ 200,000.00	
Parking Area (Jewett Street - 120 cars)		\$ 550,000.00	
General Site Improvements - Pedestrian/Accessibility	\$ 250,000.00	\$ 225,000.00	
Grand Stands/Press Box (1,500 seat Home - 500 seat Visitor)		\$ 525,000.00	
Grand Stands Additional Seating (1000 Home / 500 Visitor)			\$ 200,000.00
Reconstruction of Existing Storage Building		\$ 100,000.00	
New Restroom/Concession (North-end of Track)		\$ 400,000.00	
New Team Room/Restroom (West-side of Track)		\$ 375,000.00	
Natural Grass Fields (North End)			\$ 570,000.00
Natural Grass Fields (South End)			\$ 390,000.00
Storage Buildings (North End)			\$ 200,000.00
Storage Buildings (South End)			\$ 90,000.00
Ticket Booths			\$ 75,000.00
Final Site Improvements - Pedestrian walks/ project signs			\$ 250,000.00
Construction Costs - Total By Phase	\$ 2,000,000.00	\$ 2,375,000.00	\$ 1,775,000.00
Estimated Soft costs - Total By Phase	\$ 500,000.00	\$ 593,750.00	\$ 443,750.00
Total by Phase	\$ 2,500,000.00	\$ 2,968,750.00	\$ 2,218,750.00
PROJECT COSTS - GRAND TOTAL			
			\$ 7,687,500.00

NOTE: Estimate based on the GMP costs summary prepared by Gilbane. Figures and scope have not been reviewed with Gilbane, and the costs do not reflect receipt of competitive bids for this work. Furthermore the GMP was not based on phased construction of this project, but rather a single accelerated schedule. Phased implementation of this work will add cost to the project. Soft costs have been estimated and do not reflect formally submitted Construction Management Fees, General Conditions Costs, Insurances, Bonds, Design Fees, etc.

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition to discontinue a portion of South Bedford Street be referred to a Road Hearing on January 13, 2004 at 5:15 PM in the Aldermanic Chambers.

Respectfully submitted,

  
Clerk of Committee 

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**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**

James E. Connolly, Jr.  
- Chairman  
Henry R. Bourgeois  
William F. Kelley  
Edward J. Beleski  
Peter Favreau

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

December 9, 2003

Community Improvement Committee of the Board of Mayor and Aldermen  
City Hall  
c/o Leo R. Bernier, City Clerk  
One City Hall Plaza  
Manchester, New Hampshire 03101

RE: Discontinuance of a portion of South Bedford Street

Dear Committee Members,

We have reviewed the referenced item and have found the following:

The current location of South Bedford Street was one of the streets listed in "Dedication of Street Amoskeag Millyard Urban Renewal Project" by Manchester Housing Authority dated January 23, 1980 and was accepted by the Board of Mayor and Aldermen. Being an accepted City Street the discontinuance needs a public road hearing with abutter notification.

The Highway Department supports the discontinuance petition in conjunction with the proposed Riverfront Development Project.

Sincerely,

Frank Thomas, P.E.  
Public Works Director

MJM  
cc: File

A PETITION TO DISCONTINUE A PORTION OF SOUTH BEDFORD STREET

FOR MANCHESTER DOWNTOWN VISIONS, L.L.C.

The undersigned, FRANK CATAPANO, respectfully represents that for the accommodation of the public, there is occasion for discontinuing a portion of a certain highway known as South Bedford Street in Manchester, New Hampshire as shown on a plan entitled "Manchester Millyard Housing Authority N.H. R-7 Amoskeag Millyard Project Proposed Resubdivision & Disposition Plan of Parcels 14, 1-5, 1-6 & 1-16" dated November 16, 1975 with revisions by Thomas F. Moran, Inc. and recorded at the Hillsborough County Registry of Deeds as plan 10240. The lay out of the full length of the highway is recorded in book 17 at page 90 of the records of the Highways, Streets and Bridges of the City Clerk of the City of Manchester.

NOW THEREFORE, the undersigned hereby respectfully requests you to discontinue above-described portion of South Bedford Street, and that is henceforth not be utilized for public rights.

DATED this 5 th day of DECEMBER, 2003.

A Legal Description of the portion of South Bedford Street to be discontinued by this petition.

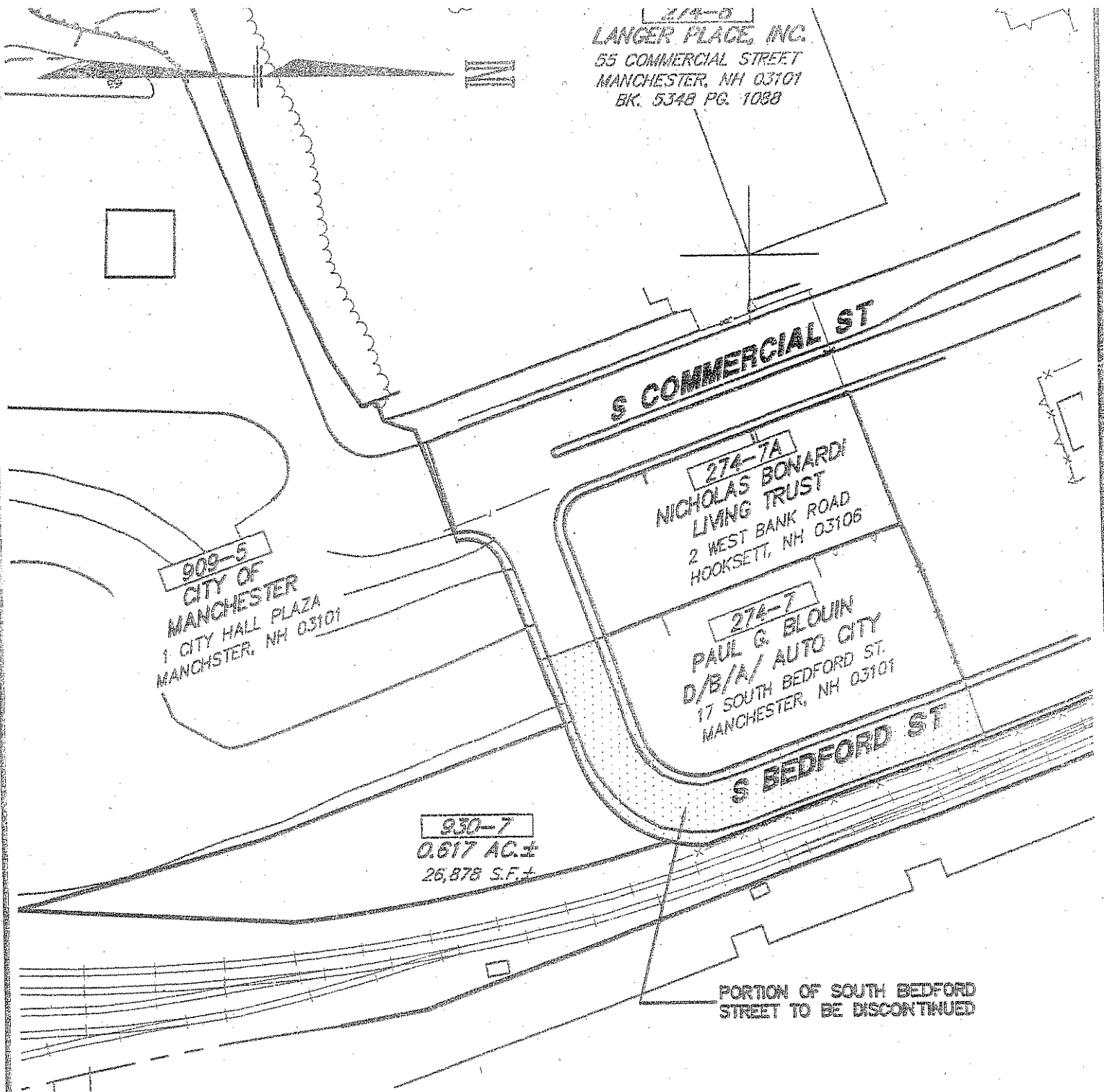
A certain portion of South Bedford Street, between the southwest corner of Lot 274- 7 and the northeast corner of Lot 274- 7, in the City of Manchester, County of Hillsborough, State of New Hampshire, more particularly bounded and described as follows:

Beginning at the southwest corner of Lot 274- 7 on the northerly sideline of South Bedford Street; thence, N69°57'10"E by Lot 274-7 and the northerly sideline of South Bedford Street a distance of 77.04 feet to a point of curvature; thence, Northeasterly by Lot 274- 7 and the northerly sideline of South Bedford Street along a curve to the left, having a radius of 44.00 feet, a length of 69.11 feet to a point of tangency on the westerly sideline of South Bedford Street; thence, N20°02' 40"W by Lot 274- 7 and the westerly sideline of South Bedford Street a distance of 185.88 feet to the northeast corner of Lot 274- 7; thence, N69°S7'30"E across South Bedford Street a distance of 45.94 feet to a point on the easterly sideline of South Bedford Street at land of the Boston and Maine Corporation, Lot 439-4; thence, S20°02'20"E by Lot 439-4 and the easterly sideline of South Bedford Street a distance of 213.27 feet to a point of curvature (non-tangent); thence, Southwesterly by Lot 439-4 and Lot 930- 7 and the easterly sideline of South Bedford Street along a curve to the right, having a radius of 94.00 feet, a length of 119.85 feet to a point of tangency on the southerly sideline of South Bedford Street; thence, S69°57' 10"W by Lot 930- 7 and Lot 909-5 and the southerly sideline of South Bedford Street a distance of 77.04 feet to a point; thence, N20°02'50"W across South Bedford Street a distance of 50.00 feet to the point of beginning.

Containing 17,734 square feet or 0.4071 acres to be the same more or less.

*Frank V. Catapano, MEMBER*  
MANCHESTER DOWNTOWN VISIONS, L.L.C.

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**EXHIBIT**

**SCALE: 1"=100'**



Civil Engineers  
Structural Engineers  
Traffic Engineers  
Land Surveyors  
Land Planners  
Landscape Architects

48 Constitution Drive  
Bedford, NH 03110  
Phone (603) 472-4488  
Fax (603) 472-8747  
www.tfmoran.com

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**TAX MAP 930 LOT 7**  
**TAX MAP 909 LOT 5**  
**MANCHESTER**  
**BASEBALL**  
**MANCHESTER, NH**

**PREPARED FOR:**  
**MANCHESTER DOWNTOWN**  
**VISIONS**  
**MANCHESTER, NH**

16533.10

DATE 11/10/03  
CADFILE 16533-10 Site.dwg

SHEET 1 OF 1

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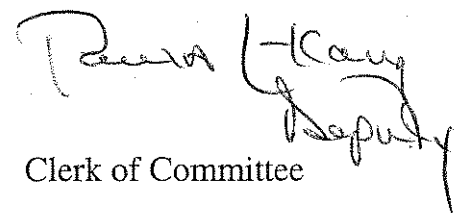
**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Board approve amending seven Traffic Department class specifications, and for such purpose Ordinance:

“Amending Section 33.026 (Traffic Maintenance Supervisor, Traffic Maintenance Worker I, Traffic Maintenance Worker II, Traffic Sign Painter, Traffic Signals Supervisor, & Traffic Signals Technician) of the Code of Ordinances of the City of Manchester.”

is submitted with the recommendation that same be referred to the Committee on Bills on Second Reading for technical review. The Committee notes that such changes shall not affect changes to any salary grades.

Respectfully submitted,

  
Clerk of Committee

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# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## AN ORDINANCE

“Amending Section 33.026 (Traffic Maintenance Supervisor, Traffic Maintenance Worker I, Traffic Maintenance Worker II, Traffic Sign Painter, Traffic Signals Supervisor, & Traffic Signals Technician) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Adopt new revised class specifications, Class Code 5260, Traffic Maintenance Supervisor, (see attached)  
Adopt new revised class specification, Class Code 5210, Traffic Maintenance Worker I, (see attached)  
Adopt new revised class specification, Class Code 5220, Traffic Maintenance Worker II, (see attached)  
Adopt new revised class specification, Class Code 5230, Traffic Sign Painter, (see attached)  
Adopt new revised class specification, Class Code 5270, Traffic Signals Supervisor, (see attached)  
Adopt new revised class specification, Class Code 5240, Traffic Signals Technician, (see attached)  
Adopt new revised class specification, Class Code 5240, Traffic Signals Technician, (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

N



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-1932  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



August 22, 2003

Alderman Mike Lopez, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
City Hall  
Manchester, New Hampshire 03101

### **Re: Update Class Specifications**

Dear Alderman Lopez and Members of the Committee:

On behalf of Tom Lolicata, Traffic Director, I am requesting you to approve revisions to seven class specifications.

The Traffic Department recently had a hazardous waste inspection by one of their consultants. One of the items on the check list is the requirement for class specifications to include the following sentence: This position may require the handling of hazardous wastes. Additionally, if an employee is required to handle hazardous waste, he/she shall receive proper training within the first six months of employment and shall attend an annual review class.

The class specifications in the Traffic Department that need to be updated are: Deputy Traffic Director, Traffic Director, Traffic Maintenance Supervisor, Traffic Maintenance Workers I & II, Traffic Sign Painter, Traffic Signals Supervisor and Traffic Signals Technician.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Traffic Maintenance Supervisor
Class Code Number	5260

### General Statement of Duties

Oversees the installation, maintenance and repair of traffic control devices; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all work guidelines are adhered to in maintenance operations. The work is performed under the supervision and direction of the Deputy Traffic Director and Traffic Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Traffic Maintenance Worker I and II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in a repair shop and/or an outdoor work environment. **This position may require the handling of hazardous waste.**

### Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Traffic Maintenance Workers in all installation, repair and maintenance activities;
- Prioritizes job assignments;
- Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;

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- Trains employees on equipment, task procedures, work standards and proper safety procedures;
- Completes thorough and accurate reports on daily work activities, including tasks completed;
- Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of objective improvement systems;
- Oversees snow removal of City Parking lots and related areas;
- Procures, inventories and distributes needed supplies and equipment;
- Performs inspection, installation and repair on traffic control devices including, parking meters and traffic signs;
- Manufactures, installs, maintains and repairs traffic control signs, street name signs, informational and warning signs;
- Lays out and applies traffic lane lines, crosswalks, painted islands, parking lines, arrows and related pavement markings;
- Tints and mixes paints;
- Paints parking meters, posts and related traffic control devices;
- Operates tractors and trucks with accessory equipment, including compressors, paint spray equipment, hand and power tools, drills, jackhammers, augurs and welders;
- Fabricates sign brackets and special equipment as necessary;
- Reads blueprints and engineering drawings to establish installation points;
- Maintains an awareness of pedestrian and vehicle traffic in pedestrian areas and ensures safety of the public and City employees in painting and related operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of operations and procedures for large scale painting projects within streets and public areas;
- Comprehensive knowledge of the use of hand and powers tools and equipment;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to read blueprints and engineering drawings;
- Ability to perform routine maintenance and repair duties;

N

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in traffic maintenance operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- Class B CDL.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform routine maintenance and repair work;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a maintenance shop and outdoors under a variety of working and weather conditions.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Traffic Maintenance Worker I</b>
<b>Class Code Number</b>	<b>5210</b>

### General Statement of Duties

Installs, maintains and repairs traffic control devices; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform installation, maintenance and repair of parking meters, traffic signs and pavement markings. The work is performed under the supervision and direction of the Traffic Maintenance Supervisor but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in a repair shop and/or an outdoor work environment. **This position may require the handling of hazardous waste.**


### Examples of Essential Work (illustrative only)

- Performs inspection, installation and repair on traffic control devices including, parking meters and traffic signs;
- Manufactures, installs, maintains and repairs traffic control signs, street name signs, informational and warning signs;
- Lays out and applies traffic lane lines, crosswalks, painted islands, parking lines, arrows and related pavement markings;
- Tints and mixes paints;
- Paints parking meters, posts and related traffic control devices;

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- Operates tractors and trucks with accessory equipment, including compressors, paint spray equipment, hand and power tools, drills, jackhammers, augurs and welders;
- Fabricates sign brackets and special equipment as necessary;
- Reads blueprints and engineering drawings to establish installation points;
- Maintains an awareness of pedestrian and vehicle traffic in pedestrian areas and ensures safety of the public and City employees in painting and related operations;
- Performs parking lot maintenance, including shoveling snow, salting, cutting brush, weeding, cutting grass and related;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of operations and procedures for large scale painting projects within streets and public areas;
  - Thorough knowledge of the use of hand and powers tools and equipment;
  - Ability to read blueprints and engineering drawings;
  - Ability to perform routine maintenance and repair duties;
  - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
  - Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
  - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
  - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
  - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
  - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- 

**Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Some experience in general maintenance and repair work; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Valid New Hampshire driver's license.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform routine maintenance and repair work;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a maintenance shop and outdoors under a variety of working and weather conditions.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_







# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Traffic Maintenance Worker II
Class Code Number	5220

### General Statement of Duties

Installs, maintains and repairs traffic control devices; performs directly related work as required.

### Distinguishing Features of the Class


The principal function of an employee in this class is to perform installation, maintenance and repair of parking meters, traffic signs and pavement markings. The work is performed under the supervision and direction of the Traffic Maintenance Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Traffic Maintenance Worker I by serving as a lead worker responsible for project oversight as assigned. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in a repair shop and/or an outdoor work environment. **This position may require the handling of hazardous waste.**

### Examples of Essential Work (illustrative only)

- Trains and coordinates other Traffic Maintenance personnel in core job functions;
- Performs inspection, installation and repair on traffic control devices including, parking meters and traffic signs;
- Manufactures, installs, maintains and repairs traffic control signs, street name signs, informational and warning signs;

- Lays out and applies traffic lane lines, crosswalks, painted islands, parking lines, arrows and related pavement markings;
- Tints and mixes paints;
- Paints parking meters, posts and related traffic control devices;
- Operates tractors and trucks with accessory equipment, including compressors, paint spray equipment, hand and power tools, drills, jackhammers, augurs and welders;
- Fabricates sign brackets and special equipment as necessary;
- Reads blueprints and engineering drawings to establish installation points;
- Maintains an awareness of pedestrian and vehicle traffic in pedestrian areas and ensures safety of the public and City employees in painting and related operations;
- Performs parking lot maintenance, including shoveling snow, salting, cutting brush, weeding, cutting grass and related;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of operations and procedures for large scale painting projects within streets and public areas;
  - Thorough knowledge of the use of hand and powers tools and equipment;
  - Ability to read blueprints and engineering drawings;
  - Ability to perform routine maintenance and repair duties;
  - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
  - Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
  - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
  - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- 

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School or possession of a GED; and
- Some experience in traffic maintenance operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Class B CDL.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform routine maintenance and repair work;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in a maintenance shop and outdoors under a variety of working and weather conditions.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Traffic Sign Painter
Class Code Number	5230

### General Statement of Duties

Fabricates traffic control and street name signs; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to lay out and fabricate traffic control and street name signs, using lettering and silk screen processes. The work is performed under the supervision and direction of the Traffic Maintenance Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in a general sign shop working environment. **This position may require the handling of hazardous waste.**

### Examples of Essential Work (illustrative only)

- Performs lay out and fabrication work to create traffic control and street name signs using lettering and silk screen processes;
- Prepares and cuts stencils;
- Cuts film and produces special silk screens using a computer program;
- Cleans and prepares used signs for reuse as sign blanks and repaints old signs;
- Measures streets and intersections for crosswalks, lanes, medians, and directional arrows;
- Supervises a crew of helpers as required;
- Customizes signs for special use as requested;

N

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

#### **Required Knowledge, Skills and Abilities (at time of appointment)**

- Thorough knowledge of the methods, materials and equipment used in making signs by the silk screen process;
- Substantial knowledge of Federal Highway Sign Series and computerized/silk screen sign fabrication;
- Skill in lettering and in the use of the silk screen process in the making of signs;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED, supplemented by additional training in commercial art and/or computer graphics; and
- Some experience in fabricating metal and other signs; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.



**Required Special Qualifications**

- Valid New Hampshire Driver's License.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform sign fabrication duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools used in the fabrication of signs;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to measure streets, intersections and other work areas as required.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

N



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Traffic Signals Supervisor
Class Code Number	5270

### General Statement of Duties

Oversees the maintenance and repair traffic signal devices; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all work guidelines are adhered to in electronic maintenance operations. The work is performed under the supervision and direction of the Deputy Traffic Director and Traffic Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Traffic Signals Technician and Traffic Maintenance Worker I and II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contracts, vendors and the public. The principal duties of this class are performed in a general shop environment and an outdoor work environment with potential personal hazards. **This position may require the handling of hazardous waste.**

### Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Traffic Signals Technicians and Traffic Maintenance Workers in all electronic, electrical and physical work requirements involved in installation, repair and maintenance activities;
- Prioritizes job assignments;

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- Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
- Trains employees on equipment, task procedures, work standards and proper safety procedures;
- Completes thorough and accurate reports on daily work activities, including tasks completed;
- Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of objective improvement systems;
- Sets-up and bench tests new and repaired traffic signal equipment;
- Maintains detailed files of each intersection, including schematic timing program charts and related information specific to that intersection;
- Performs final inspections of signals and systems installed by outside contractors;
- Procures, inventories and distributes needed supplies and equipment;
- Installs, maintains, repairs and adjusts traffic signals, controllers and related traffic systems;
- Inspects and repairs timing mechanisms, motors, circuits, flashers and magnetic devices;
- Layouts, assembles, installs and tests electrical apparatus and wiring;
- Adjusts timing devices;
- Uses electrical test equipment, including ammeters, volt meters and related;
- Uses hand and power tools as appropriate to assigned duties;
- Performs and maintains thorough documentation on preventative maintenance activities;
- Performs component level bench repair on digital and analog electronic equipment, including trouble shooting as required;
- Performs underground cable location services;
- Constructs new permanent and temporary signals at intersections and school zones;
- Installs vehicle detection loops and other devices;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of electronic traffic control devices;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to trouble shoot electronic equipment and perform repairs;
- Ability to read and understand blueprints, sketches and schematics;

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- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on field operations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to be on-call for emergency repairs at any time;
- Ability to work in all weather conditions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Electronics; and
- Considerable experience in electrical repair operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- Class B CDL;
- Journeyman's Electrician License.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform technical repair and maintenance of electronic and electrical equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform complex electronic repair and maintenance functions;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on-site throughout the City as needed.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Traffic Signals Technician
Class Code Number	5240

### General Statement of Duties

Maintains and repairs traffic signal devices; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to install, repair and maintain traffic control equipment. The work is performed under the supervision and direction of the Traffic Signals Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, vendors and the public. The principal duties of this class are performed in a general shop environment and an outdoor work environment with potential personal hazards. **This position may require the handling of hazardous waste.**

### Examples of Essential Work (illustrative only)


- Installs, maintains, repairs and adjusts traffic signals, controllers and related traffic systems;
- Inspects and repairs timing mechanisms, motors, circuits, flashers and magnetic devices;
- Layouts, assembles, installs and tests electrical apparatus and wiring;
- Adjusts timing devices;
- Uses electrical test equipment, including ammeters, volt meters and related;
- Uses hand and power tools as appropriate to assigned duties;
- Performs and maintains thorough documentation on preventative maintenance activities;

- Performs component level bench repair on digital and analog electronic equipment, including trouble shooting as required;
- Performs underground cable location services;
- Constructs new permanent and temporary signals at intersections and school zones;
- Installs vehicle detection loops and other devices;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

#### **Required Knowledge, Skills and Abilities (at time of appointment)**

- Thorough knowledge of electronic traffic control devices;
- Ability to trouble shoot electronic equipment and perform repairs;
- Ability to read and understand blueprints, sketches and schematics;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to be on-call for emergency repairs at any time;
- Ability to work in all weather conditions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED, supplemented by additional training in electronics; and
  - Considerable experience in electrical repair operations; or
- 

- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Class B CDL.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform technical repair and maintenance of electronic and electrical equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform complex electronic repair and maintenance functions;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on-site throughout the City as needed.



Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration, that the current Parking Garage Operating Agreement Amendment between the City of Manchester and JPA III Management Company, Inc. be extended through March 3, 2004.

Respectfully submitted,

  
Clerk of Committee  


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## To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Traffic/Public Safety respectfully recommends, after due and careful consideration that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

<b>Section 70.31 Speed in Service Alleys</b>
--

EAST SIDE

HAMPSHIRE LANE  
FROM OLD GRANITE ST. TO W. AUBURN ST.  
FROM WEST MERRIMACK ST. TO MECHANIC ST.  
FROM KIDDER ST. TO LANGDON STREET

MANHATTAN LANE  
FROM LAKE AVE. TO CENTRAL ST.

BARRISTER LANE  
FROM CENTRAL ST. TO MERRIMACK ST.

NUTFIELD LANE  
FROM HANOVER ST. TO CONCORD ST.

CHURCH ST.  
FROM CONCORD ST. TO LOWELL NORTHBACK  
FROM BRIDGE ST. TO MYRTLE ST.

P

**Cmte. on Traffic/Public Safety**  
**Page 2**

BARRY AVE.  
FROM LAKE AVE. TO CEDAR ST.

BERKLEY ST.  
FROM BRIDGE ST. TO LOWELL NORTHBACK

LOWELL ST. NORTHBACK  
FROM CHURCH ST. TO CHESTNUT ST.

FRANKLIN ST. WEST BACK  
FROM W. PLEASANT ST. TO W. MERRIMACK ST.

PLEASANT ST. NORTHBACK  
FROM CANAL ST. TO FRANKLIN WESTBACK ST.

FRANKLIN ST. WESTBACK  
FROM W. MERRIMACK ST. TO MARKET ST.

WEST MERRIMACK NORTHBACK  
FROM CANAL ST. TO FRANKLIN WESTBACK

MIDDLE ST. NORTHBACK  
FROM CANAL ST. TO FRANKLIN WESTBACK

MARKET ST. NORTHBACK  
FROM CANAL ST. TO UNITED WAY

UNITED WAY  
FROM STARK ST. TO MARKET ST.

STARK ST. NORTHBACK  
FROM CANAL ST. TO STARK ST.

LANGDON ST. NORTHBACK  
FROM CANAL ST. TO DEAD END

**Cmte. on Traffic/Public Safety**

**Page 3**

ELM ST. EAST BACK  
FROM WEBSTER ST. TO SAGAMORE ST.  
FROM PENACOOK ST. TO BLODGET ST.  
FROM BLODGET ST. TO BROOK ST.

CHURCH ST. EASTBACK  
FROM ORANGE ST. TO BRIDGE NORTHBACK

CHESTNUT ST. WESTBACK  
FROM ORANGE ST. TO BRIDGE NORTHBACK  
FROM WEBSTER ST. TO DEAD END SOUTH OF SALMON ST.

PINE ST. WESTBACK  
FROM SALMON ST. TO DEAD END NORTH OF NORTH ST.

PINE ST. EASTBACK  
FROM WEBSTER ST. TO SAGAMORE ST. NORTH BACK

UNION ST. WESTBACK  
FROM WEBSTER ST. TO SAGAMORE ST. NORTHBACK

UNION ST. EASTBACK  
FROM WEBSTER ST. TO HARRISON ST.  
FROM PEARL ST. TO CONCORD ST.

BEECH ST. WESTBACK  
FROM DEAD END NORTH OF NORTH ST. TO DEAD END SOUTH OF  
SALMON ST.

BEECH ST. WESTBACK  
FROM BLODGET ST. TO HARRISON ST.  
FROM PEARL ST. TO AMHERST ST.

BEECH ST. EASTBACK  
FROM HARRISON ST. TO BLODGET ST.  
FROM SALMON ST. TO DEAD END NORTH OF NORTH ST.  
FROM WEBSTER ST. TO DEAD END

P



**Cmte. on Traffic/Public Safety**

**Page 4**

MAPLE ST. WESTBACK  
FROM NORTH ST. TO DEAD END SOUTH  
FROM BLODGET ST. TO HARRISON ST.

BLODGET ST. NORTHBACK  
FROM CHESTNUT ST. TO ELM ST. EASTBACK

BROOK ST. NORTHBACK  
FROM ELM ST. EASTBACK TO UNION ST.

PROSPECT ST. NORTHBACK  
FROM CHESTNUT ST. TO WALNUT ST.

MYRTLE ST. NORTHBACK  
FROM DEAD END WEST OF CHESTNUT TO UNION

ORANGE ST. NORTHBACK  
FROM N. CHURCH ST. TO WALNUT ST.

PEARL ST. NORTHBACK  
FROM CHESTNUT ST. TO PINE ST.

BLODGET ST. NORTHBACK  
FROM PINE ST. TO UNION ST.

PENACOOK ST. NORTHBACK  
FROM PINE ST. TO UNION ST.

SAGAMORE ST. NORTHBACK  
FROM PINE ST. TO UNION ST.

MYRTLE ST. NORTHBACK  
FROM WALNUT ST. WESTERLY TO THE DEAD END

PEARL ST. SOUTHBACK  
FROM HALL ST. TO ASHLAND ST.

SENECA LANE  
FROM CHURCH ST. TO CHESTNUT ST.

P

**Cmte. on Traffic/Public Safety**  
**Page 5**

DERRYFIELD LANE  
FROM NUTFIELD LANE TO CHESTNUT ST.

LONDONDERRY LANE  
FROM ELM EAST BACK ST. TO UNION ST.

ELM EASTBACK  
FROM HANOVER ST. TO MANCHESTER ST.

MONADNOCK LANE  
FROM CHESTNUT TO MANCHESTER ST. AT NUTFIELD LANE

LITCHFIELD LANE  
FROM CHESTNUT ST. TO MANHATTAN LANE

AUBURN ST. NORTHBACK  
FROM CHESTNUT ST. TO LINCOLN ST.

LITCHFIELD LANE  
FROM PINE TO HALL ST.

CENTRAL ST. NORTHBACK  
FROM PINE ST. TO WILSON ST.

LAUREL ST. NORTHBACK  
FROM PINE ST. TO LINCOLN ST. WESTBACK

MONADNOCK LANE  
FROM LINCOLN ST. TO UNION ST. EASTBACK

UNION ST. EASTBACK  
FROM MANCHESTER ST. TO LAUREL ST.

SENECA LANE  
FROM PINE ST. TO UNION ST.

LOWELL ST. NORTHBACK  
FROM PINE ST. TO UNION ST.

P

**Cmte. on Traffic/Public Safety**  
**Page 6**

HANOVER COURT  
FROM AMHERST ST. TO HANOVER ST.

HANOVER ST. NORTHBACK  
FROM HANOVER COURT TO MAPLE ST.

SPRUCE ST. NORTHBACK  
FROM LAKE AVE. TO HALL ST.

LONDONDERRY LANE  
FROM DEAD END EAST OF MAPLE TO DEAD END WEST OF BEECH

MAPLE ST. EAST BACK  
FROM LONDONDERRY LANE TO HANOVER

HAINES COURT  
FROM CONCORD ST. TO LOWELL ST.

BEECH ST. EASTBACK  
FROM BRIDGE ST. TO LOWELL ST.

MAPLE ST. WESTBACK  
FROM BRIDGE ST. TO LOWELL ST.

AUBURN ST. NORTHBACK  
FROM AUBURN ST. TO DEAD END EAST OF HALL ST.

CEDAR ST. NORTHBACK  
FROM BARRY AVE. TO HALL ST.

MAMMOTH RD. EASTBACK  
FROM HANOVER TO LAKE AVE

AUBURN ST. SOUTHBACK  
FROM DEAD END EAST OF HALL ST. TO WILSON ST.

GREEN ST. NORTHBACK  
FROM WILSON ST. TO DEAD END EAST OF HALL ST.

P

**Cmte. on Traffic/Public Safety**

**Page 7**

GROVE ST. NORTHBACK  
FROM WILSON ST. TO DEAD END EAST OF HALL ST.

AUBURN ST. SOUTHBACK  
FROM MAPLE ST. TO AUBURN ST.

GROVE ST. NORTHBACK  
FROM BEECH ST. TO PINE ST. EASTBACK

PINE ST. EASTBACK  
FROM VALLEY ST. TO GREEN ST. NORTHBACK

GREEN ST. NORTHBACK  
FROM PINE ST. EASTBACK TO GREEN ST.

BELL ST. NORTHBACK  
FROM BEECH ST. TO PINE ST. EASTBACK

VALLEY ST. NORTHBACK  
FROM PINE ST. EASTBACK ST. TO BEECH ST.

MERRILL ST. NORTHBACK  
FROM WOODMAN ST. TO JEWETT ST.

SILVER ST. NORTHBACK  
FROM HALL ST. TO DEAD END WEST OF WILSON ST.

SOMERVILLE ST. NORTHBACK  
FROM HALL ST. TO DEAD END WEST OF WILSON ST.

WILSON ST. EASTBACK  
FROM SOMERVILLE ST. TO CLAY ST.

WILSON ST. WESTBACK  
FROM SOMERVILLE ST. TO CLAY ST.

P

WEST SIDE

SECOND ST. EASTBACK  
FROM ARNOLD ST. TO THE DEAD END

SECOND ST. WESTBACK  
FROM HARVELL ST. TO SCHILLER ST.

FERRY ST. SOUTHBACK  
FROM TURNER ST. TO THIRD ST.

DRUMMOND ST.  
FROM SECOND ST. TO TURNER ST.

SCHOOL ST. SOUTHBACK  
FROM TURNER ST. TO FOURTH ST.

RIDDLE PLACE  
FROM RIDDLE ST. TO TILTON ST.

CONANT ST. SOUTHBACK  
FROM MAIN ST. TO WEST ST.

CONANT ST. NORTHBACK  
FROM NOTRE DAME AVE. TO CARTIER ST.

CARTIER ST. WESTBACK  
FROM CONANT ST. TO THE DEAD END NORTH OF GATES

DUBUQUE ST. WESTBACK  
FROM CONANT ST. TO GATES ST.

GATES ST. WESTBACK  
FROM CONANT ST. TO THE DEAD END

HEVEY ST. WESTBACK  
FROM CONANT ST. TO BLUCHER ST.

P

**Cmte. on Traffic/Public Safety**

**Page 9**

RIMMON ST. WESTBACK  
FROM DEAD END SOUTH OF WAYNE ST. TO COOLIDGE WESTBACK

HEVEY ST. WESTBACK  
FROM COOLIDGE ST. WESTBACK TO AMORY ST.

MONTGOMERY ST. WESTBACK  
FROM AMORY ST. TO THE DEAD END NORTH OF KELLEY

REED ST. WESTBACK  
FROM KELLEY ST. TO THE DEAD END

YOUVILLE ST. WESTBACK  
FROM KELLEY ST. TO MASON ST.

REED ST. WESTBACK  
FROM DEAD END NORTH OF DEXTER ST. TO THE DEAD END SOUTH  
OF BREMER ST.

MONTGOMERY ST. WESTBACK  
FROM DEAD END SOUTH OF BREMER TO DEXTER ST.

BREMER ST. NORTHBACK  
FROM RIMMON ST. TO COOLIDGE AVE WESTBACK

DUBUQUE ST. WESTBACK  
FROM BREMER ST. TO PUTNAM ST.

CARTIER ST. WESTBACK  
FROM THE DEAD END SOUTH OF SULLIVAN ST. TO DUBUQUE ST.

PELLERIN LANE  
FROM KELLEY ST. TO THE DEAD END SOUTH OF AMORY ST.

NOTRE DAME ST. WESTBACK  
FROM WAYNE ST. TO THE DEAD END SOUTH OF SULLIVAN

FLAHERTY LANE  
FROM HECKER ST. TO PUTNAM ST.

P

HECKER ST. NORTHBACK  
FROM FLAHERTY LANE TO NOTRE DAME AVE

RAICHE LANE  
FROM FLAHERTY LANE TO NOTRE DAME AVE

BOUTWELL ST. WESTBACK  
FROM KELLEY ST. TO THE DEAD END NORTH OF BREMER ST.

LAVAL ST. WESTBACK  
FROM MASON ST. TO KELLEY ST.

JOLIETTE ST. WESTBACK  
FROM MASON ST. TO THE DEAD END SOUTH OF BREMER ST.

ALSACE ST. WESTBACK  
FROM MASON ST. TO KELLEY ST.

DIONNE DRIVE WESTBACK  
FROM BREMER ST. TO MONTCALM ST.

<b>Section 70.36 Stopping, Standing, or Parking Prohibited</b>
--

**AUDIBLE PEDESTRIAN SIGNALS:**  
MAIN ST. AND VARNEY ST.

**CROSSWALKS:**  
ON ELM ST. NORTH OF VALLEY ST.  
ON ELM ST. SOUTH OF VALLEY ST.

**NO PARKING:**  
ON NORRIS ST. WEST SIDE, FROM SOMERVILLE ST. TO A POINT 160  
FEET NORTHERLY

**RESCIND NO PARKING:**  
ON NORRIS ST. WEST SIDE, FROM SOMERVILLE ST. TO A POINT 70  
FEET NORTH

P

**NO PARKING LOADING ZONE:**

ON VINE ST. WEST SIDE, FROM CONCORD ST. TO A POINT 115 FEET  
NORTH OF AMHERST ST.

**RESCIND NO PARKING LOADING (5:00 PM-1:00 AM MON-SAT) #8659:**

ON VINE ST. WEST SIDE, FROM CONCORD ST. TO A POINT 80 FEET  
SOUTHERLY AT PARKING METERS 7060, 7061, 7062, 7063

**RIGHT TURN ON RED PROHIBITED:**

ON MAPLE ST. AT SPRUCE ST. NORTHBOUND, SEC

**STOP SIGNS:**

ON JANE ST. AT LOWELL ST., NWC  
ON HAMPTON ST. AT S. WILLOW ST., SWC  
ON BELMONT ST. AT OAK ST., NWC, SEC

**PARKING 1 HOUR (8AM-5PM MON-SAT):**

ON CILLEY RD. NORTH SIDE, FROM PORTER ST. TO A POINT 100 FEET  
EASTERLY



**MIDDLE STREET LOT:**

RESCIND 4-HOUR HANDICAP PARKING LIMIT  
INSERT UNLIMITED HANDICAP PARKING AT METERS

**REPEALING PROVISIONS**

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted August 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted, be repealed.

Respectfully submitted,

  
Clerk of Committee  


P



# City of Manchester New Hampshire

*In the year Two Thousand and*

Three

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A and being more particularly bounded and described as follows:

Beginning at a point in the centerline of the intersection of Huse Road and Merrill Road, said point being approximately 150 feet east of the intersection of Huse Road and South Willow Street, and further being the former zoning district boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment:

Thence, easterly and northerly along the centerline of Huse Road, a distance of approximately 1470 feet to a point being the zone boundary line between the IND (General Industrial) district and the R-1B (Residential One Family) district, prior to this amendment;

Thence, westerly and southerly along the zone boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, also being the property lines TM 666, Lots 9A, 9, 7, & 2B and TM 666A, Lot 3 (Mall of New Hampshire), to a point, also being the centerline of South Willow Street;

Thence, southerly along the centerline of South Willow Street, being the zone boundary line of the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, a distance of approximately 100 feet to a point;

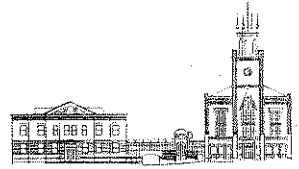
Thence, easterly and southerly along the centerline of Merrill Road, being the zone boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, a distance of approximately 480 feet, to a point, said point also being the point of beginning.

Said description to include all of TM 666, Lots #2B, 6, 6A, 7, 8, 9 & 9A.

- II. Resolve this ordinance shall take effect upon passage.



## CITY OF MANCHESTER Board of Aldermen



December 8, 2003

The Honorable Board of Mayor and Alderman  
One City Hall Plaza  
Manchester, NH 03102

Dear Colleagues:

As construction of the new senior center has begun, I am concerned the project won't be fully completed. It is my understanding that to complete the current project will require \$600,000 more than was appropriated. I am also aware that Attorney Dave Nixon and his Committee have been very active and have raised \$100,000 to date, with the goal of raising \$500,000. I am sure the members of this Board will agree that Attorney Nixon and his Committee are to be commended for their efforts.

We have properly funded improvements to our schools, we have built a new fire station, and we continue to address improvements to our park system, but for some reason we have not fully funded the construction of our new senior center. I believe the time has come to address this problem.

I am asking my colleagues to consider using funds from the City's "one time revenue account" to help complete the construction of the senior center. To my knowledge, there are presently no funds approved to purchase furniture for the new center. The Board also needs to look at that issue.

Finally, the costs associated with the new kitchen at the senior center accommodating the Meals on Wheels Program should be explored. This program is very important for the residents of Manchester and the surrounding area. I am not clear on who is responsible for the program and if there is any cost sharing in the building of this large kitchen facility.

Sincerely,

Daniel P. O'Neil  
Alderman At Large

Board of Mayor and Aldermen  
December 8, 2003  
Page 2

C: Kevin Clougherty, Finance Director  
Robert MacKenzie, Planning Director  
Attorney. Dave Nixon  
Frank Thomas, Public Works Director  
Barbara Vigneault, Elderly Services Director



Manchester Airport  
One Airport Road  
Suite 300  
Manchester, NH  
03103-3395  
Tel: 603-624-6539  
Fax: 603-666-4101  
<http://www.flymanchester.com>

Kevin A. Dillon  
Airport Director

December 5, 2003

The City of Manchester  
Board of Mayor & Aldermen  
One City Hall Plaza  
Manchester, NH 03101

Re: Acquisition of Meggitt Vibro-meter Leasehold

To The Honorable Board:

I am requesting the consent of the Manchester Board of Mayor & Aldermen to allow me as Airport Director to negotiate and acquire the remaining leasehold interest of Meggitt Vibro-meter. Meggitt is located within the infield of the Airport and critical to our development of additional parking capacity. We anticipate the purchase price will not exceed \$1.25 million dollars inclusive of all costs. The Airport will not be responsible for the Meggitt's relocation costs or other ancillary costs associated with the Uniform Act.

Therefore, I respectfully request that the Manchester Board of Mayor & Aldermen authorize me to negotiate and execute the purchase and sale agreement related to the acquisition of the leasehold subject to FAA approval.

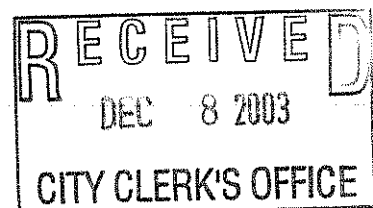
I will be available to answer your questions at the next Board Meeting scheduled for December 16, 2003. I thank you for your time and consideration.

Sincerely,

Kevin A. Dillon  
Airport Director

Attachment

C: Dave Bush



BOMA - Meggitt acquisition  
12/5/2003 2:11 PM

14



**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**

James E. Connolly, Jr.  
- Chairman  
Henry R. Bourgeois  
William F. Kelley  
Edward J. Beleski  
Peter Favreau

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

December 11, 2003  
#03-067

Honorable Board of Mayor and Aldermen  
CITY OF MANCHESTER  
One City Hall Plaza,  
Manchester, New Hampshire 03101

**Attn:** Leo R. Bernier, City Clerk

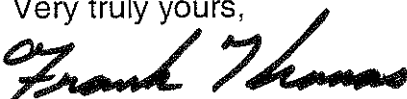
**Re:** *Car Impoundment Area – Rubenstein Lot  
Release and Hold Harmless to Downtown Visions*

Dear Aldermen:

As you know, the Singer Field Area including the Rubenstein Lot has been turned over to Downtown Visions as part of the Riverfront/Stadium Development site. As a result, the City had to define the Arms Parking Lot the new temporary Car Impoundment Area for vehicles towed during snow emergencies. The use of Arms Lot last weekend resulted in numerous concerns that were raised on Monday morning by those holding leases to parking spaces in the lot. Knowing that construction on the new stadium has been delayed due to site issues, we investigated whether the Rubenstein Lot could be utilized this winter until construction starts. Downtown Visions granted our request to utilize the Rubenstein Lot for a Car Impoundment Area provided that the City grant them a release and hold harmless for any liability that may result from the City utilizing the site.

It is requested that the Board of Mayor and Aldermen grant a release and hold harmless to Downtown Visions/ 6 to 4 to 3 for use of the Rubenstein Lot for a Car Impoundment Area.

Very truly yours,

  
Frank C. Thomas, P.E.  
Public Works Director

/c

cc: Harry Ntapalis, Risk Mgr.  
Tom Clark, City Solicitor

15



**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**

James E. Connolly, Jr.  
- Chairman  
Henry R. Bourgeois  
William F. Kelley  
Edward J. Beleski  
Peter Favreau

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

December 8, 2003  
#03-065

Honorable Board of Mayor and Aldermen  
CITY OF MANCHESTER  
One City Hall Plaza,  
Manchester, New Hampshire 03101

**Attn:** Leo R. Bernier, City Clerk

**Re:** *FY '04 Budget – Line Item #0228 – City Contributory System*

Dear Alderman:

I want to bring to your attention to what I see is a very serious situation with my FY '04 Budgets and potentially those of other City departments having employees on the City's Retirement System.

As you know, for the first time this year Line Item #0228, City Contributory System was included in our operating budget. The amount allocated for this line item was set by others outside the Department similar to all Non-Departmental Expenses.

The issue of increased City contributions to the State's Retirement Systems was discussed early and often during the budget process. However, it's my understanding that the issue of the City's Contributory System doubling from the previous year came up in public session only near the end of the budget process and was not funded. Even though I am vaguely familiar with this final action, I was under the mistaken understanding that a shortfall in this item would be treated like any other benefit shortfall and funded from some reserve, etc.

I was shocked to see my Line Item #0228 charged \$556,113 while I was only appropriated \$282,784. As a result, we have a present projected budget shortfall of \$273,319. In addition, we have a shortfall in the Building Maintenance Division Budget of \$28,000. I would assume other departments have similar shortfalls in their line item.

1b

December 8, 2003

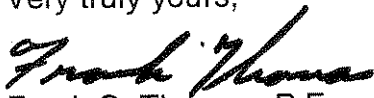
Pg. (2)

Randy Sherman has stated at a recent Department Head Meeting on the FY'05 Budget that each department head should make every effort to absorb this shortfall in their FY '04 Budget. However, he did note that there are typically sufficient fund balances at the end of the budget year to accommodate any shortfall resulting from this line item. However, as a department head, I am concerned over the potential of ending the budget year in the red. Therefore, I must now hold back on expenditures to accommodate this shortfall, which will result in potential service reductions as we move into the winter season. These cuts are on top of a very difficult budget to begin with. Prior to this issue, I was proud of the fact that our budget was right on target due to implemented financial measures, which were necessary to live within a very difficult FY '04 Budget.

I do feel it's my obligation to immediately put the Board on notice that this shortfall in Contributory Retirement Funding coupled with an average winter will place my budgets in future difficulties.

I will be available to answer any questions pertaining to this matter.

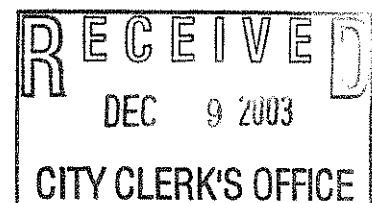
Very truly yours,



Frank C. Thomas, P.E.  
Public Works Director

/c

cc: Mayor Robert A. Baines



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# BENEFITS PROJECTION WEEK 22

Line	Description	Budget	* Expenses	* Available	Budget Projection	Expense Projection	Over Short Budget	Over Short Expense
0211	Health Insurance **	\$ 1,309,351 \$ 27,278.15	\$ 545,010 \$ 27,250.51	\$ 764,341	\$ 763,788	\$ 763,014.15	\$ 552.81	\$ 1,326.74
0212	Dental Insurance **	\$ 123,781 \$ 2,578.77	\$ 49,091 \$ 2,454.54	\$ 74,690	\$ 72,206	\$ 68,727.18	\$ 2,484.58	\$ 5,962.98
0213	Life Insurance	\$ 11,961 \$ 225.68	\$ 5,693 \$ 258.78	\$ 6,268	\$ 6,996	\$ 8,022.32	\$ (728.32)	\$ (1,754.58)
0214	Worker's Comp	\$ 225,466 \$ 4,254.08	\$ 103,085 \$ 4,685.66	\$ 122,381	\$ 131,876	\$ 145,255.47	\$ (9,494.87)	\$ (22,874.00)
0219	Disability Insurance**	\$ 12,226 \$ 254.71	\$ 4,602 \$ 230.11	\$ 7,624	\$ 7,132	\$ 6,443.05	\$ 491.99	\$ 1,180.77
0228	City Contributory	\$ 282,794	\$ 556,113	\$ (273,319)	\$ (273,319)	\$ -	\$ (273,319.06)	\$ (273,319.00)
0230	Fica	\$ 600,494 \$ 11,330.08	\$ 229,946 \$ 10,452.08	\$ 370,548	\$ 351,232	\$ 324,014.51	\$ 19,315.88	\$ 46,533.71
0521	Insurance- CGL	\$ 109,772 \$ 9,147.67	\$ 113,687 \$ 22,737.33	\$ (3,915)	\$ 64,034	\$ 159,161.30	\$ (67,948.31)	\$ (163,075.94)
	TOTALS	\$ 2,721,766	\$ 1,652,558	\$ 1,068,619	\$ 1,123,945	\$ 1,474,638	\$ (328,645.30)	\$ (406,019.32)
							\$ (55,326.24)	\$ (132,700.32)

\*Weekly Ave.  
\*\* Based on 48 weeks





**City Of Manchester  
Welfare Department**

1528 Elm Street  
Manchester, NH 03101-1350  
Tel. (603) 624-6484 FAX (603) 624-6423

Paul R. R. Martineau  
Commissioner

December 4, 2003

Board of Mayor and Aldermen  
c/o City Clerk  
One City Hall Plaza  
Manchester, N. H. 03101

Dear Members of the Board of Mayor and Aldermen:

I am submitting the enclosed revisions and additions to the Welfare Guidelines for your adoption according to RSA 165:1(II). The changes have been reviewed by the City Solicitor's Office for statutory legality. Upon adoption, copies will be available at the City Clerk's Office, the two Library locations and on our Web Site.

Sincerely,

Paul R. R. Martineau  
Welfare Commissioner

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# City of Manchester New Hampshire

*In the year Two Thousand and*

*Three*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amending the Zoning Ordinance of the City of Manchester by changing the zoning district of property currently zoned IND (General Industrial) to B-2 (General Business) by extending the B-2 zone district to the center line of Huse Road and Merrill Road, including parcels identified as TM 666, Lots 2B, 6, 6A, 7, 8, 9 & 9A and being more particularly bounded and described as follows:

Beginning at a point in the centerline of the intersection of Huse Road and Merrill Road, said point being approximately 150 feet east of the intersection of Huse Road and South Willow Street, and further being the former zoning district boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment:

Thence, easterly and northerly along the centerline of Huse Road, a distance of approximately 1470 feet to a point being the zone boundary line between the IND (General Industrial) district and the R-1B (Residential One Family) district, prior to this amendment;

Thence, westerly and southerly along the zone boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, also being the property lines TM 666, Lots 9A, 9, 7, & 2B and TM 666A, Lot 3 (Mall of New Hampshire), to a point, also being the centerline of South Willow Street;

Thence, southerly along the centerline of South Willow Street, being the zone boundary line of the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, a distance of approximately 100 feet to a point;

Thence, easterly and southerly along the centerline of Merrill Road, being the zone boundary line between the IND (General Industrial) district and the B-2 (General Business) district, prior to this amendment, a distance of approximately 480 feet, to a point, said point also being the point of beginning.

Said description to include all of TM 666, Lots #2B, 6, 6A, 7, 8, 9 & 9A.

- II. Resolve this ordinance shall take effect upon passage.

19

# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars (\$25,000.00) for the FY2004 CIP 810804 VISTA Coordinator Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a funds from the Corporation For National and Community Service in the amount of \$25,000 for the support of the VISTA Program in the City;

NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

**By adding:**

FY2004 810804 – Vista Coordinator Project - \$25,000 Federal

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Amending the FY 2000 and 2004 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Fifteen Thousand Dollars (\$15,000) for FY2004 CIP 713104 Junior Deb Softball Field Sewer Expansion Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2000 and 2004 CIP as contained in the 2000 and 2004 CIP budget; and

WHEREAS, Table 4 contains all sources of General Obligation Bond funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds from an existing project in the amount of \$15,000 to be used in the sewer expansion project at the Junior Deb Softball Field; and

NOW, THEREFORE, be it resolved that the 2000 and 2004 CIP be amended as follows:

**By decreasing:**

FY2000 510100 – Riverfront Development Project - \$15,000 Bond

**By adding:**

FY2004 713104 – Junior Deb Softball Field Sewer Expansion Project - \$15,000 Bond

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Fifteen Thousand Dollars (\$15,000) for the 2004 CIP 713104, Junior Deb Softball Field Sewer Expansion Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Fifteen Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

2000 CIP 510100, Riverfront Development Project

Amount Transferred: \$15,000

Original Transferring Resolution Adopted: April 18, 2000

Original Amount: \$500,000

To:

713104, Junior Deb Softball Field Sewer Expansion Project

Section 2. Resolved, that this Resolution shall take effect upon its passage.

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# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Authorizing the Finance Officer to effect a transfer of Twenty Four Thousand Dollars (\$24,000) from Contingency to Human Resources."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:



That the Finance Officer be and is hereby directed to effect a transfer from Contingency as follows:

Human Resources      Account 1900C10350.....\$24,000.00

To the Board of Mayor and Aldermen of the City of Manchester:

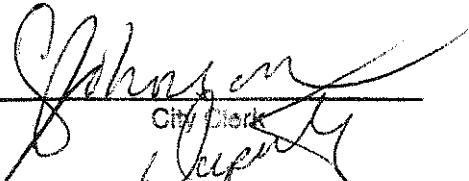
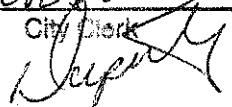
The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a petition to discontinue a portion of Millstone Avenue be referred to a Road Hearing scheduled for August 4 at 6:15 PM in the Aldermanic Chambers to consider releasing and discharging same pursuant to RSA 231:52.

Respectfully submitted,

  
Clerk of Committee  


At a meeting of the Board of Mayor and Aldermen  
held July 15, 2003 on a motion of Ald. O'Neil  
duly seconded by Ald. Lopez the report  
of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

  
City Clerk  


March 27, 2003

VIA HAND DELIVERY 27 7:31

Manchester City Clerk  
City Hall  
One City Hall Plaza  
Manchester, NH 03101  
Attn: Carol Johnson

**RE: Petition to Discontinue Portions of Millstone Avenue an  
Unaccepted Street**

Dear Carol:

Attached is the Petition of Waterford Place LLC to discontinue a portion of Millstone Avenue which is a proposed street located off Countyside Boulevard in Manchester. Only a portion of Millstone Avenue has been constructed and no portion of the road has been accepted as a public way. We also include a copy of the Plan of the portion of the road to be discontinued, a legal description of the discontinued portion and an abutters list.

Please note that all public utilities located within Millstone Avenue shall remain public.

We request that this Petition be placed on the Board of Mayor and Alderman's Agenda as soon as possible.

Thank you for your attention to this matter. If you should need any further information please feel free to call me.

Sincerely,

  
Nicholas J. Lazos

cc: Client

cc: Susan Davis, Esq.

PROFESSIONAL ASSOCIATION

The Daily Mirror Building  
66 Hanover Street, Suite 301  
Manchester, NH 03101  
Telephone (603) 627-3700  
Facsimile (603) 641-8900

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**MANCHESTER BOARD OF MAYOR AND ALDERMEN  
PETITION FOR STREET DISCONTINUANCE**

The undersigned, Stone Ends Apartments LLC, respectfully represents that for the accommodation of the public, there is occasion for discontinuing a portion of a certain highway known as Millstone Avenue in Manchester, New Hampshire which portion to be discontinued is shown on a plan entitled "Discontinuance Plat for a Portion of Millstone Avenue", dated December 20, 2002, prepared by Richard D. Bartlett & Associates, Inc. (the "Plan"). Attached hereto is a legal description for said portion to be discontinued.

Stone Ends Apartments LLC is proposing this discontinuance in order to convert the discontinued portion of Millstone Avenue to a "private" road within the existing apartment complex. Only a portion of the proposed Millstone Avenue has been constructed and no portion has been accepted or maintained as a "public street" by the City of Manchester.

The existing public sewer and water easement rights in the discontinued portion are not to be discontinued by this Petition and such utility rights and an easement ten (10) feet on each side of the centerline thereof shall be retained by and reserved to the City of Manchester. In addition, the undersigned acknowledges the existing gas line and associated easement ten (10) feet on each side of said gas line and that such rights shall continue for the benefit of the applicable gas utility company.

NOW THEREFORE, the undersigned hereby respectfully requests you to discontinue the above-described portion of Millstone Avenue, so-called, and that is henceforth not be utilized for public rights.

DATED this 24th day of March, 2003.

Stone Ends Apartments LLC  
By: Stone Ends Corp., its Manager

By:   
Andrew C. Koines, Treasurer

### **Millstone Ave. Right-of-Way Portion to be Discontinued**

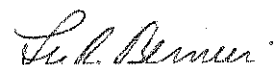
Commencing at a granite bound marking the southeasterly most terminus point of the herein described right-of-way at land now or formerly of Waterford Place, LLC, thence, along said Waterford land, N 43°50'10" W a distance of 50.00 feet to a granite bound at land now or formerly of Stone Ends Apartments, LLC; thence, along said Stone Ends land, by a curve to the left, having a central angle of 61°34'27" and a radius of 575.02 feet, a distance of 617.95 feet to a point; thence, continuing along said Stone Ends land, N 15°24'40" W a distance of 215.73 feet to a granite bound; thence, still along said Stone Ends land, by a curve to the right, having a central angle of 08°43'56" and a radius of 475.00 feet, a distance of 72.39' to a point; thence, crossing said Millstone Avenue along a curve to the left, having a central angle of 84°28'08" and a radius of 60.00 feet, a distance of 88.46 feet to a point at other land now or formerly of Waterford Place LLC; thence, along said Waterford land, by a curve to the left, having a central angle of 00°39'16" and a radius of 425.00 feet, a distance of 4.85 feet to a granite bound; thence, continuing along said Waterford land, S 15°24'40" E a distance of 101.99 feet to a steel pin at other land now or formerly of Stone Ends Apartments, LLC; thence, along said Stone Ends land, S 15°24'40" E a distance of 113.73 feet to a steel pin; thence, continuing said Stone Ends land, by a curve to the right, having a central angle of 61°34'27" and a radius of 625.02', a distance of 671.69 feet to the point of beginning.

Containing 44,144 square feet or 1.01 acres.

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,



Clerk of Committee